



## AGENDA

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### GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

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**WEDNESDAY, JANUARY 14, 2015 –  
IMMEDIATELY FOLLOWING SPECIAL COUNCIL**

COUNCIL CHAMBER – 2<sup>nd</sup> FLOOR – CIVIC CENTRE  
300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO, L5B 3C1

#### Members

Mayor Bonnie Crombie	
Councillor Jim Tovey	Ward 1
Councillor Karen Ras	Ward 2 (Chair)
Councillor Chris Fonseca	Ward 3
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Nando Iannicca	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11

Contact: Stephanie Smith, Legislative Coordinator, Office of the City Clerk  
905-615-3200 ext. 3795 / Fax 905-615-4181  
[stephanie.smith@mississauga.ca](mailto:stephanie.smith@mississauga.ca)



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INDEX – GENERAL COMMITTEE – JANUARY 14, 2015

CALL TO ORDER

APPROVAL OF THE AGENDA

DECLARATIONS OF CONFLICT OF INTEREST

PRESENTATIONS - Nil

DEPUTATIONS

- A. Item 6 Geoff Wright, Director, Works Operations & Maintenance & Bob Levesque, Manager, Works Maintenance & Operations

MATTERS TO BE CONSIDERED

1. Lower Driveway Boulevard Parking - Ledbury Crescent (Ward 6)
2. Lower Driveway Boulevard Parking - Nanak Road (Ward 7)
3. Lower Driveway Boulevard Parking - Foxwood Avenue (Ward 10)
4. All-way Stop Control – Freshwater Drive and Sunlight Street (Ward 10)
5. Traffic Calming Pilot Program Evaluation
6. Winter Maintenance Operations
7. Planning Status Report: 2015 Pan Am/Para Pan Games
8. Creditvale Mills Amenity Space Agreement
9. Proposed Changes to the Environmental Advisory Committee
10. Youth Freedom Pass Program
11. Accessible Municipal Elections
12. 2015 Interim Tax Levy for Properties on the Regular Instalment Plan
13. Province of Ontario – Dedicated Gas Tax Funds For Public Transportation Program (2014/2015)

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ADVISORY COMMITTEE REPORTS

Heritage Advisory Committee Report 7-2014 – December 9, 2014

COUNCILLORS' ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS

CLOSED SESSION

(Pursuant to Subsection 239 (2) of the Municipal Act, 2001)

- A. ~~Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Proposed Settlement of Ontario Municipal Board Appeal – Official Plan Amendment and Rezoning Applications for 1715 Audobon Boulevard – Beverly Homes Holding Corp. (Ward 3).~~ – **This item is removed from the agenda and will be considered at the Special Council meeting prior to General Committee on January 14, 2015.**

ADJOURNMENT

CALL TO ORDERAPPROVAL OF THE AGENDADECLARATIONS OF CONFLICT OF INTERESTPRESENTATIONS – NilDEPUTATIONS

- A. Item 6 Geoff Wright, Director, Works Operations & Maintenance & Bob Levesque, Manager, Works Maintenance & Operations

MATTERS TO BE CONSIDERED

1. Lower Driveway Boulevard Parking Ledbury Crescent (Ward 6)

Corporate Report dated December 16, 2014 from the Commissioner of Transportation and Works with respect to lower driveway boulevard parking on Ledbury Crescent.

RECOMMENDATION

That a by-law be enacted to amend the Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of the south leg of Ledbury Crescent.

2. Lower Driveway Boulevard Parking Nanak Road (Ward 7)

Corporate Report dated December 16, 2014 from the Commissioner of Transportation and Works with respect to lower driveway boulevard parking on Nanak Road.

RECOMMENDATION

That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of Nanak Road.

3. Lower Driveway Boulevard Parking Foxwood Avenue (Ward 10)

Corporate Report dated December 16, 2014 from the Commissioner of Transportation and Works with respect to lower driveway boulevard parking on Foxwood Avenue.

(3.)

RECOMMENDATION

That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at any time, on both sides of Foxwood Avenue.

4. All-way Stop Control Freshwater Drive and Sunlight Street (Ward 10)

Corporate Report dated December 16, 2014 from the Commissioner of Transportation and Works with respect to All-way Stop Control on Freshwater Drive and Sunlight Street.

RECOMMENDATION

That a by-law be enacted to amend The Traffic By-Law 555-00, as amended, to remove an all-way stop control at the intersection of Freshwater Drive at Sunlight Street.

5. Traffic Calming Pilot Program Evaluation

Corporate Report dated December 16, 2014 from the Commissioner of Transportation and Works with respect to Traffic Calming Pilot Program Evaluation.

RECOMMENDATION

1. That the use of physical traffic calming measures be adopted by the City of Mississauga as a viable option when addressing operational speeding issues on local and local collector roadways.
2. That the remaining Capital funds of approximately \$75,000 from the Traffic Calming Pilot Program be used to extend the program in 2015, including the reinstallation of devices at existing locations and the potential addition of new locations.
3. That the implementation of an annual Traffic Calming Program, at an estimated annual operating budget of \$200,000, be considered as part of the 2016 Business Planning and Budget process.

6. Winter Maintenance Operations

Corporate Report dated December 16, 2014 from the Commissioner of Transportation and Works with respect to Winter Maintenance Operations.

(6.)

RECOMMENDATION

That the report dated December 16, 2015 entitled, “Winter Maintenance Operations” from the Commissioner of Transportation and Works be received by General Committee for information.

7. Planning Status Report: 2015 Pan Am/Para Pan Games

Corporate Report dated December 17, 2014 from the Commissioner of Community Services with respect to the Planning Status Report: 2015 Pan Am/Para Pan Games.

RECOMMENDATION

1. That the Corporate Report dated December 17, 2014 from the Commissioner of Community Services entitled “Planning Status Report: 2015 Pan Am/Para Pan Games” be received for information, and;
2. That the Ticket Distribution Plan be approved.

8. Creditvale Mills Amenity Space Agreement

Corporate Report dated December 9, 2014 from the Commissioner of Community Services with respect to the Creditvale Mills Amenity Space Agreement.

RECOMMENDATION

1. That the Commissioner of Community Services and City Clerk be authorized to enter into an Amenity Space Agreement with the Region of Peel for the Creditvale Mills complex in a form satisfactory to Legal Services.
2. That all necessary by-laws be approved.

9. Proposed Changes to the Environmental Advisory Committee

Corporate Report dated December 9, 2014 from the Commissioner of Community Services with respect to the proposed changes to the Environmental Advisory Committee.

RECOMMENDATION

1. That the proposed changes to the Environmental Advisory Committee reflected in the new Environmental Action Committee Terms of Reference, dated November 21, 2014, attached as Appendix 2 to the Corporate Report dated December 9, 2014 from the Commissioner of Community Services be approved.

(9.)

2. That the Environmental Action Committee Terms of Reference, dated November 21, 2014, attached as Appendix 2, be considered when screening candidates for 2014-2018 appointments to the Environmental Action Committee.

10. Youth Freedom Pass Program

Corporate Report dated December 3, 2014 from the Commissioner of Community Services with respect to the Youth Freedom Pass Program.

RECOMMENDATION

1. That the corporate report dated December 3, 2014 from the Commissioner of Community Services entitled “Youth Freedom Pass Program” be endorsed, and:
2. That the Freedom Pass Program be approved to continue with 10,000 passes available on an annual basis.

11. Accessible Municipal Elections

Corporate Report dated December 8, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to Accessible Municipal Elections.

RECOMMENDATION

That the report dated December 8, 2014, from the Commissioner of Corporate Services and Chief Financial Officer, entitled “Accessible Municipal Elections”, be received for information.

12. 2015 Interim Tax Levy for Properties on the Regular Instalment Plan

Corporate Report dated December 16, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to 2015 Interim Tax Levy for Properties on the Regular Instalment Plan.

RECOMMENDATION

1. That a by-law be enacted to provide for a 2015 interim tax levy for properties on the regular instalment plan.
2. That the 2015 interim taxes be calculated to be 50% of the previous year’s annualized taxes on properties that existed on the previous year’s tax roll.

(12.)

3. That assessments added to the tax roll in the current year be levied an amount that approximates 50% of a full year's taxes, had the property been included on the previous year's tax roll, using tax rates set out in Appendix 1 to the report dated December 16, 2014 from the Commissioner of Corporate Services and Chief Financial Officer and the current year's phased-in assessment.
4. That the 2015 interim levy for residential properties on the regular instalment plan be payable in three (3) instalments on March 5<sup>th</sup>, April 2<sup>nd</sup>, and May 7<sup>th</sup>, 2015.
5. That the 2015 interim levy for regular instalment plan properties in the commercial, industrial and multi-residential property classes be payable in one (1) instalment on March 5<sup>th</sup>, 2015.

13. Province of Ontario – Dedicated Gas Tax Funds For Public Transportation Program (2014/2015)

Corporate Report dated December 16, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to Province of Ontario – Dedicated Gas Tax Funds for Public Transportation Program (2014/2015).

RECOMMENDATION

That a by-law be enacted to authorize the Mayor and the Commissioner of Corporate Services and Chief Financial Officer to execute, on behalf of The Corporation of the City of Mississauga, the letter of agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, under the Dedicated Gas Tax Funds for Public Transportation Program (2014/2015), which agreement is attached as Appendix 1 to the corporate report dated December 16, 2014, from the Commissioner of Corporate Services and Chief Financial Officer.

ADVISORY COMMITTEE REPORTS

Heritage Advisory Committee Report 7-2014 December 9, 2014  
(Recommendation HAC-0060-2014 to HAC-0063-2014)

COUNCILLORS' ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS



CLOSED SESSION -

(Pursuant to Subsection 239 (2) of the Municipal Act, 2001)

~~A. — Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board — Proposed Settlement of Ontario Municipal Board Appeal — Official Plan Amendment and Rezoning Applications for 1715 Audobon Boulevard — Beverly Homes Holding Corp. (Ward 3).~~ – **This item is removed from the agenda and will be considered at the Special Council meeting prior to General Committee on January 14, 2015.**

ADJOURNMENT



# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z-37W

**DATE:** December 16, 2014

**General Committee**

**JAN 14 2015**

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Martin Powell, P. Eng.  
Commissioner of Transportation and Works

**SUBJECT:** **Lower Driveway Boulevard Parking  
Ledbury Crescent (Ward 6)**

**RECOMMENDATION:** That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of the south leg of Ledbury Crescent.

**BACKGROUND:** The Transportation and Works Department received a completed petition from an area resident to implement lower driveway boulevard parking on the south leg of Ledbury Crescent. A sidewalk is present on one side of the road. Lower driveway boulevard parking between the curb and sidewalk is currently prohibited. Three-hour parking is permitted on the north side of the south leg of Ledbury Crescent and prohibited on the south side of the south leg of Ledbury Crescent.

**COMMENTS:** To determine the level of support for lower driveway boulevard parking between the curb and sidewalk, a parking questionnaire was distributed to the residents of Ledbury Crescent.

Thirty (30) questionnaires were delivered and 18 (60%) were returned; 18 (100%) supported the implementation of lower driveway boulevard

parking and 0 (0%) were opposed.

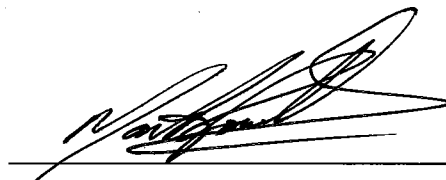
Since greater than 66% of the total respondents support lower driveway boulevard parking, the Transportation and Works Department recommends implementing lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of the south leg of Ledbury Crescent.

The Ward Councillor supports the proposal for lower driveway boulevard parking. The existing three-hour on-street parking will be maintained.

**FINANCIAL IMPACT:** Costs for the sign installations can be accommodated in the current 2015 Budget.

**CONCLUSION:** Based on the results of the questionnaire, the Transportation and Works Department supports lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of the south leg of Ledbury Crescent.

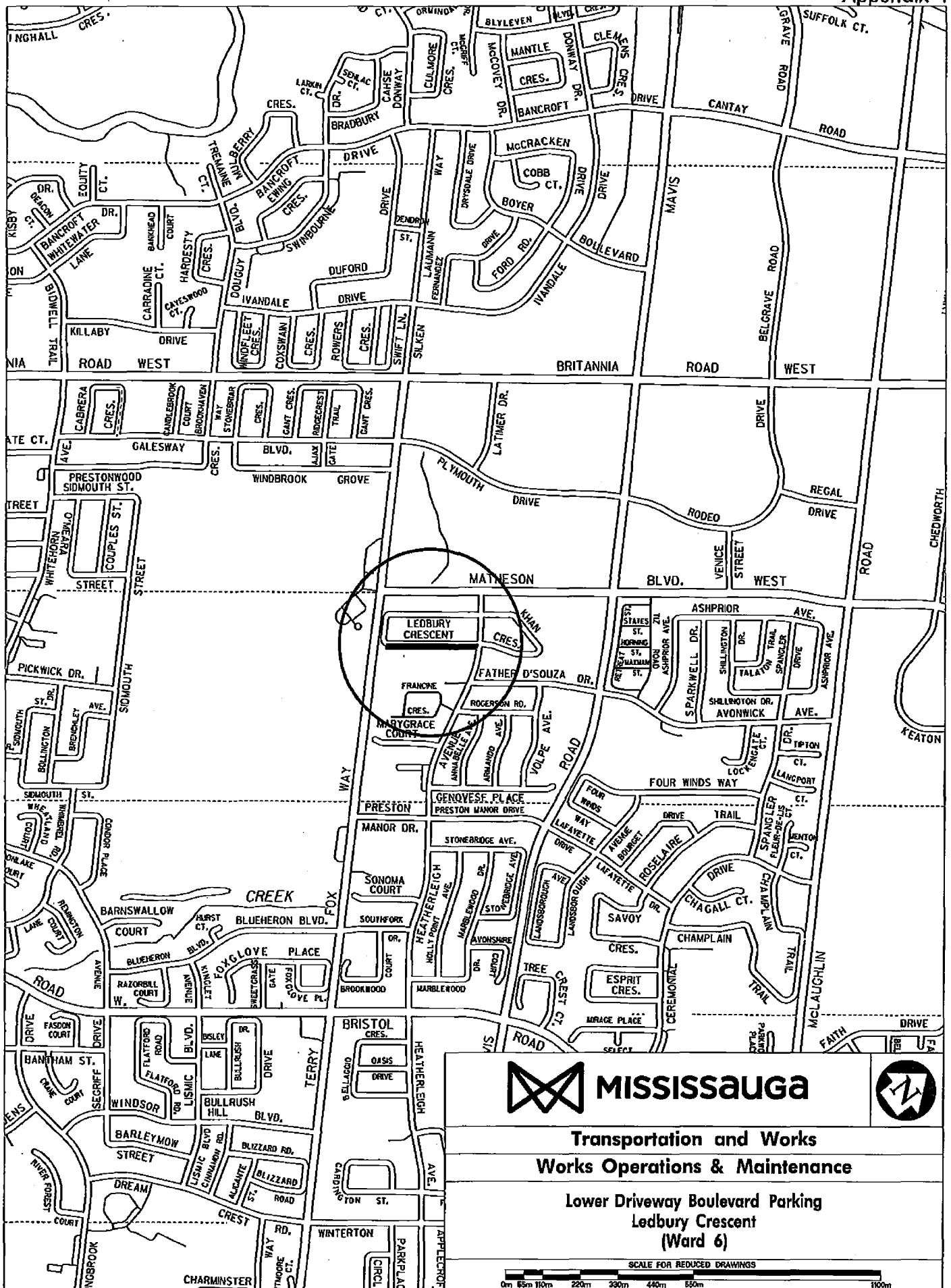
**ATTACHMENTS:** Appendix 1: Location Map: Lower Driveway Boulevard Parking Ledbury Crescent (Ward 6)



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Martin Powell, P. Eng.  
Commissioner of Transportation and Works

*Prepared By: Vivian Mansour, Traffic Operations Technician*





# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z-22

General Committee

JAN 14 2015

**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Martin Powell, P. Eng.  
Commissioner of Transportation and Works

**SUBJECT:** Lower Driveway Boulevard Parking  
Nanak Road (Ward 7)

**RECOMMENDATION:** That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of Nanak Road.

**BACKGROUND:** The Transportation and Works Department received a completed petition from an area resident to implement lower driveway boulevard parking on Nanak Road. A sidewalk is present on the south side of Nanak Road and lower driveway boulevard parking between the curb and sidewalk is currently prohibited. Presently, three-hour parking is permitted on Nanak Road.

**COMMENTS:** To determine the level of support for lower driveway boulevard parking between the curb and sidewalk, a parking questionnaire was distributed to the residents of Nanak Road.

Seventeen (17) questionnaires were delivered and 4 (24%) were returned; 3 (75%) supported the implementation of lower driveway boulevard parking and 1 (25%) was opposed.

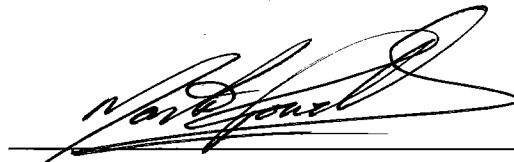
Since greater than 66% of the total respondents support lower driveway boulevard parking, the Transportation and Works Department recommends implementing lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of Nanak Road

The Ward Councillor supports the proposal for lower driveway boulevard parking. The existing three-hour on-street parking will be maintained.

**FINANCIAL IMPACT:** Costs for the sign installation can be accommodated in the 2015 Current Budget.

**CONCLUSION:** Based on the results of the questionnaire, the Transportation and Works Department supports lower driveway boulevard parking between the curb and sidewalk, at any time, on the south side of Nanak Road.

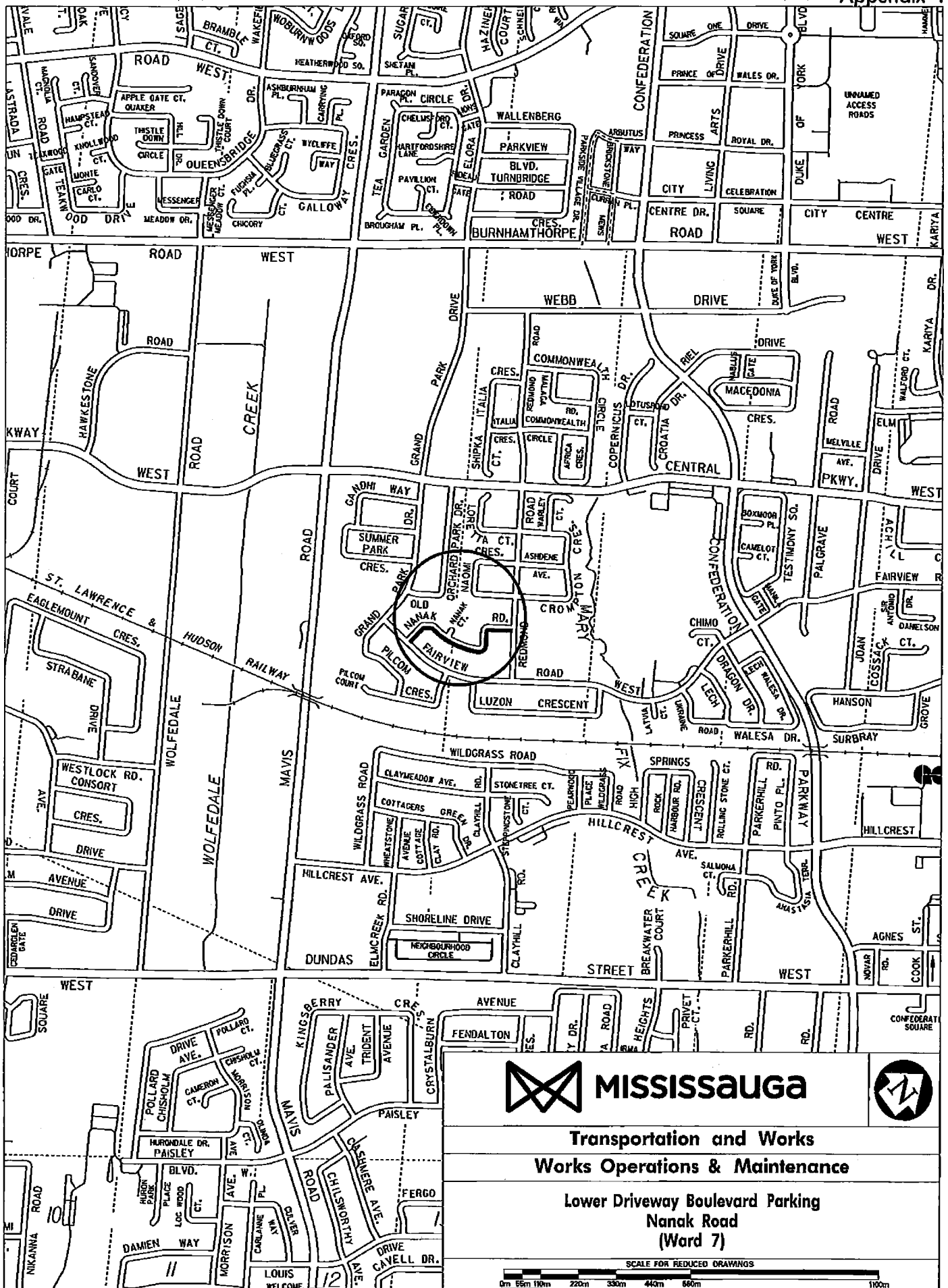
**ATTACHMENTS:** Appendix 1: Location Map: Lower Driveway Boulevard Parking - Nanak Road (Ward 7)



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Martin Powell, P. Eng.  
Commissioner of Transportation and Works

*Prepared By: Alex Liya, Traffic Operations Technician*





# Corporate Report

Clerk's Files

Originator's  
FilesMG.23.REP  
RT.10.Z-56**General Committee****JAN 14 2015**

**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Martin Powell, P. Eng.  
Commissioner of Transportation and Works

**SUBJECT:** **Lower Driveway Boulevard Parking  
Foxwood Avenue (Ward 10)**

**RECOMMENDATION:** That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at any time, on both sides of Foxwood Avenue.

**BACKGROUND:** The Transportation and Works Department received a completed petition from an area resident to implement lower driveway boulevard parking on Foxwood Avenue. A sidewalk is present on both sides of Foxwood Avenue and lower driveway boulevard parking between the curb and sidewalk is currently prohibited. Presently, three-hour parking is permitted on Foxwood Avenue.

**COMMENTS:** To determine the level of support for lower driveway boulevard parking between the curb and sidewalk, a parking questionnaire was distributed to the residents of Foxwood Avenue.

Forty (40) questionnaires were delivered and 11 (28%) were returned; 10 (91%) supported the implementation of lower driveway boulevard parking and 1 (9%) was opposed.



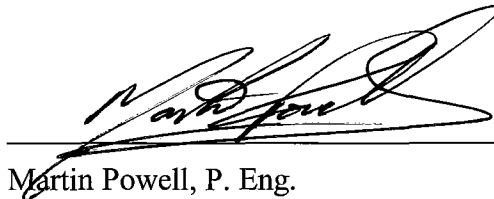
Since greater than 66% of the total respondents support lower driveway boulevard parking, the Transportation and Works Department recommends implementing lower driveway boulevard parking between the curb and sidewalk, at any time, on both sides of Foxwood Avenue.

The Ward Councillor supports the proposal for lower driveway boulevard parking. The existing three-hour on-street parking will be maintained.

**FINANCIAL IMPACT:** Costs for the sign installation can be accommodated in the 2015 Current Budget.

**CONCLUSION:** Based on the results of the questionnaire, the Transportation and Works Department supports lower driveway boulevard parking between the curb and sidewalk, at any time, on both sides of Foxwood Avenue.

**ATTACHMENTS:** Appendix 1: Location Map: Lower Driveway Boulevard Parking - Foxwood Avenue (Ward 10)



Martin Powell, P. Eng.  
Commissioner of Transportation and Works

*Prepared By: Alex Liya, Traffic Operations Technician*





# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z57

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**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Martin Powell, P.Eng.  
Commissioner of Transportation and Works

**SUBJECT:** **All-way Stop Control**  
**Freshwater Drive and Sunlight Street (Ward 10)**

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**General Committee**

**JAN 14 2015**

**RECOMMENDATION:** That a by-law be enacted to amend The Traffic By-Law 555-00, as amended, to remove an all-way stop control at the intersection of Freshwater Drive at Sunlight Street.

**BACKGROUND:** The existing unwarranted all-way stop control at the intersection of Freshwater Drive and Sunlight Street was approved and installed in 2009 to provide protection for pedestrians, namely students walking to and from Ruth Thompson Middle School. In August of 2014, an unwarranted all-way stop control was installed at the intersection of Freshwater Drive at Deepwood Heights which is located directly in front of the school and approximately 135 metres (443 feet) north of the Freshwater Drive and Sunlight Street intersection. The newly installed all-way stop control on Freshwater Drive at Deepwood Heights provides an enhanced pedestrian/student crossing effectively eliminating the need for pedestrian/students to cross Freshwater Drive at Sunlight Street.

The Ward Councillor has requested that Transportation and Works staff submit a report regarding the feasibility of removal of the existing all-way stop control at the intersection of Freshwater Drive at Sunlight Street.

**COMMENTS:**

Currently, the intersection operates as a three-leg intersection with a stop control for southbound and northbound motorists on Freshwater Drive and westbound motorists on Sunlight Street.

A review of the most recent A.M. / P.M. manual turning movement revealed the following:

Freshwater Drive and Sunlight Street

	<u>Warrant Value</u>
Part "A" Volume for All Approaches	68%
Part "B" Minor Street Volume	72%

In order for an all-way stop to be warranted, both parts "A" and "B" must be 100%. Based on the above results, an all-way stop control is not warranted at the intersection of Freshwater Drive and Sunlight Street.

A historical review of the motor vehicle collision history at this location revealed no reported collision within last three years. An all-way stop is not warranted based on collision frequency.

The removal of the existing all-way stop control will provide a free flow condition for northbound and southbound motorists on Freshwater Drive and a stop control for the westbound motorists on Sunlight Street

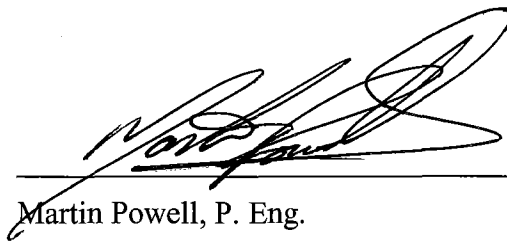
**FINANCIAL IMPACT:** Costs for the sign removal can be accommodated in the 2015 Current Budget.

**CONCLUSION:**

Based on the results of the manual turning movement count, the collision history review and newly installed all-way stop control at the intersection of Freshwater Drive and Deepwood Heights providing for a safe pedestrian crossing, the Transportation and Works Department recommends that the all-way stop control at the intersection of Freshwater Drive and Sunlight Street be removed at the earliest convenience.

**ATTACHMENTS:**

Appendix 1: Location Map: All-way Stop Control –  
Freshwater Drive at Sunlight Street (Ward 10)

A handwritten signature in black ink, appearing to read 'Martin Powell', is written over a horizontal line.

Martin Powell, P. Eng.  
Commissioner of Transportation and Works

*Prepared By: Darek Pest, Traffic Operations Technician*





# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.ZVAR

**General Committee**

**JAN 14 2015**

**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Martin Powell, P.Eng.  
Commissioner of Transportation and Works

**SUBJECT:** **Traffic Calming Pilot Program Evaluation**

- RECOMMENDATION:**
1. That the use of physical traffic calming measures be adopted by the City of Mississauga as a viable option when addressing operational speeding issues on local and local collector roadways.
  2. That the remaining Capital funds of approximately \$75,000 from the Traffic Calming Pilot Program be used to extend the program in 2015, including the reinstallation of devices at existing locations and the potential addition of new locations.
  3. That the implementation of an annual Traffic Calming Program, at an estimated annual operating budget of \$200,000, be considered as part of the 2016 Business Planning and Budget process.

**REPORT  
HIGHLIGHTS:**

- Physical traffic calming measures were installed at three locations as part of a pilot program to evaluate traffic calming and passive non-physical measure at a fourth location.
- Analysis revealed significant reductions in operating speeds at the three locations and moderate reduction at the fourth.
- Based on the success of the pilot program, it is recommended that physical traffic calming measures be adopted on a permanent basis as a means of addressing traffic operational issues.
- It is therefore recommended that the implementation of a permanent traffic calming program be considered as part of the 2016 Business Planning and Budget process.

**BACKGROUND:**

Traffic calming aims to improve public safety and the livability of neighbourhoods by encouraging roadways to function as intended. This is achieved through the use of physical measures (i.e. speed humps, chicanes, pinch points etc.) in an effort to reduce excessive operating speeds, discourage short-cutting traffic and minimizing conflicts between all road users.

As part of the 2013-2016 Business Plan and Budget, Council approved the addition of the Traffic Calming Pilot Program in order to evaluate the effectiveness of physical traffic calming measures as a tool in addressing the increasing instances of traffic operational issues.

Under the program, three locations were selected to receive physical traffic calming measures. This selection process was based on a wide range of criteria, including documented and confirmed speeding issues. The three locations selected as part of the pilot program were:

- Edenwood Drive (north of Battleford Road)
- Fifth Line West (north of Dundas Street West)
- Huntington Ridge Drive (east of Confederation Parkway)

A fourth location, Westbridge Way, was selected for the purpose of reviewing “soft/passive” traffic calming measures in the form of painted edge-lines.

Following an extensive consultation process that included the City of Mississauga, Region of Peel and Emergency Services as well as the directly affected local residents, physical traffic calming devices were installed at the above locations. The traffic calming devices/techniques selected by staff were specific to each location's roadway characteristics. Installation of the devices was completed in July of 2014, with the exception of the painted edge lines on Westbridge Way which was completed in August 2014. The traffic calmed locations were then monitored to determine what impact the devices had on operating speeds in relation to previous data collected prior to implementation.

**COMMENTS:**

The following is a detailed summary of the devices used, results and analysis at each pilot location mentioned above:



Edenwood Drive – Ward 9 (Appendix 1)

Prefabricated speed cushion devices (Appendix 1a) were purchased and installed at two locations within the 40 km/h school zone on Edenwood Drive, north of Battleford Road. By using prefabricated rubber devices, it provided staff with the ability to move or adjust the devices after installation if necessary. Speed cushions are similar to speed humps in that they provide a vertical speed impediment to motorists. However, they differ from standard speed humps in that they are not continuous across the roadway, but rather provide gaps between the devices. This allows for wide axel emergency and transit vehicles to travel over them unimpeded while preventing standard vehicles from avoiding them.

Prior to, and following installation, staff collected 24 hour speed data on Edenwood Drive for 3-5 consecutive days to determine accurate operating speeds. The results are as follows:

Table 1: Edenwood Drive (40 km/h) – Speed Review

Date	Operating Speed	Compliance
March 2013 (Before)	54 km/h	55%
July 2014 (After)	40 km/h	83%
September 2014 (After)	39 km/h	86%
Difference:	- 14 to 15 km/h	+ 28 to 31%

*(average of two locations)*

The above results show a significant reduction in the operating speeds and an increase in speed limit compliance through this stretch of Edenwood Drive.

Resident feedback received was minimal. Of those that did comment, most were supportive of the actions taken and of the program in general. The few negative comments received were related to location selection, suggesting their roadway should also be considered for traffic calming. No comments were received from City of Mississauga, Region of Peel or Emergency Services staff.

It should be noted that the speed cushions have been removed as of the first week of November to prevent them from sustaining potential damage as a result of winter snow clearing operations.

Huntington Ridge Drive – Ward 4 (Appendix 2)

Raised asphalt intersections (Appendix 2a) were installed at two intersections within the 40 km/h school zone along Huntington Ridge Drive, east of Confederation Boulevard, at Hearthside Drive and at Harrowsmith Drive. The entire surface within the intersection, including the designated school crossings, was raised by 10.0 centimetres (4 inches). The intersection was ramped up at each approach using a 1.0 metre (3.28 feet) taper, consistent with the speed cushion devices used at other locations. The raised intersection creates a speed table, which is essentially a large speed hump spanning the length of the intersection.

Prior to, and following installation, staff collected 24 hour speed data on Huntington Ridge Drive for 3-5 consecutive days to determine accurate operating speeds. The results are as follows:

Table 2: Huntington Ridge Drive (40 km/h) – Speed Review

Date	Operating Speed	Compliance
March 2013 (Before)	52 km/h	44%
July 2014 (After)	40 km/h	81%
September 2014 (After)	40 km/h	84%
Difference:	- 12 km/h	+ 38 to 40%

*(average of two locations)*

The above results show a significant reduction in the operating speeds and increase in speed limit compliance through this stretch of Huntington Ridge Drive.

Resident feedback received was minimal. Of those that did comment, all were supportive of the actions taken and of the program in general. No comments were received from City of Mississauga, Region of Peel or Emergency Services staff.

Fifth Line West – Ward 8 (Appendix 3)

Prefabricated speed cushions were installed at three locations on Fifth Line West, north of Dundas Street West. In addition to the speed cushions, a mountable concrete centre median island was installed at the Glen Erin/Fifth Line Trail crossing in conjunction with one of the

speed cushion locations. The purpose of the island was to narrow the travelled portion of the roadway, as well as provide a pedestrian refuge at the trail crossing.

Prior to, and following installation, staff collected 24 hour speed data on Fifth Line West for 3-5 consecutive days to determine accurate operating speeds. The results are as follows:

Table 3: Fifth Line West (50 km/h) – Speed Review

Date	Operating Speed	Compliance
March 2013 (Before)	64 km/h	62%
July 2014 (After)	43 km/h	95%
September 2014 (After)	45 km/h	93%
Difference:	- 19 to 20 km/h	+ 31 to 33%

*average of three locations*

The above results show a significant reduction in the operating speeds and an increase in speed limit compliance through this stretch of Fifth Line West.

There were some initial concerns on behalf of local residents specifically related to accessibility navigating the speed cushion devices at the trail crossing. These concerns were addressed by staff by relocating the two speed cushions in question out of the immediate crossing location. Since that time, there have been minimal comments received from local residents. Of those that did comment, most were supportive of the actions taken and of the program in general. The few negative comments received were from residents outside of the area complaining of inconvenience. No comments were received from City of Mississauga, Region of Peel or Emergency Services staff.

It should be noted that the speed cushions have been removed as of the first week of November to prevent them from sustaining potential damage as a result of winter snow clearing operations. The concrete island remains.

#### Westbridge Way – Ward 11 (Appendix 4)

Painted edge-lines were installed on Westbridge Way, from Bellshire Gate to Tottington Drive to determine the effectiveness of

“soft/passive” traffic calming measures. White edge-lines were painted on the roadway 1.50 metres from the curb on each side of the roadway. The purpose of edge-lines is to visually reduce the travelled portion of the roadway for motorists without the use of physical calming devices. By doing so, the roadway appears and feels narrower, thus making it less comfortable for motorists to increase their operating speeds. The installation of edge-lines does not require the removal of on-street parking which, when present, can further serve to reduce the width of the roadway.

Prior to, and following installation, staff collected 24 hour speed data on Westbridge Way for 3-5 consecutive days to determine accurate operating speeds. The results are as follows:

Table 4: Westbridge Way (50 km/h) – Speed Review

Date	Operating Speed	Compliance
March 2013 (Before)	62 km/h	60%
September 2014 (After)	55 km/h	65%
Difference:	- 7 km/h	+ 5%

*(average of two locations)*

While not as effective as physical traffic calming measures, the above results indicate that painted edge-lines have had a moderate impact on operating speeds and speed limit compliance on Westbridge Way.

No comments were received from local residents or from City of Mississauga, Region of Peel or Emergency Services staff.

#### Pilot Program Evaluation

Based on the results of the pilot program, the physical traffic calming measures implemented have proven effective in terms of reducing operating speeds to appropriate levels where previous speeding issues existed. Additionally, the majority of local residents who provided feedback were in favour of the installed measures.

Issues related to aggressive driving behaviour, especially in local residential neighbourhoods, is a growing concern. A permanent traffic calming program would provide staff with the necessary tools to address these behavioural and operational issues on local roadways.

Working with local residents and other stakeholders, it would allow staff to apply these techniques to roadways that require corrective measures on an ongoing basis, increasing the level of safety and returning the roadway to function as intended.

There are a number of roadways and neighbourhoods that are awaiting evaluation to determine if traffic calming would be appropriate. These locations are well documented and have ongoing traffic issues that are well known to staff. Locations would be evaluated based on speed, volume and collision data then prioritized accordingly on the need and ability to address concerns through physical measures as well as the impact to the surrounding road network. A formal evaluation, consultation and selection process will be adhered to with selected locations being brought forth to Council for approval and inclusion into the traffic calming program.

**FINANCIAL IMPACT:** There is approximately \$75,000 remaining from the initial Capital funds provided for the Traffic Calming Pilot Program. Staff would be able to use these funds to extend the existing pilot program in 2015 to include the reinstallation of devices at the existing pilot locations and to include the potential expansion of additional locations.

Currently there is no funding identified for a permanent traffic calming program. The implementation of an ongoing traffic calming program would require an estimated annual operating budget of \$200,000, including the addition of one Full-Time Equivalent (F.T.E.) position.

Administration of the program and techniques are relatively data intensive and require significant public process and funding. A dedicated staff member would be required to undertake the necessary technical and communication activities associated with the program.

**CONCLUSION:** The use of physical traffic calming measures has proven to be a viable option when addressing operational speeding issues on local and local collector roadways. A permanent traffic calming program will provide staff with the necessary tools to address operational issues in residential neighbourhoods on an ongoing basis. The implementation of a permanent traffic calming program should therefore be considered as part of the 2016 Business Planning and Budget process.

**ATTACHMENTS:**

Appendix 1: Location Map: Traffic Calming –  
Edenwood Drive (Ward 9)

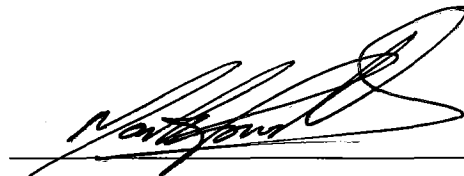
Appendix 1a: Photograph: Typical Speed Cushion

Appendix 2: Location Map: Traffic Calming –  
Huntington Ridge Drive (Ward 4)

Appendix 2a: Photograph: Typical Raised Intersection

Appendix 3: Location Map: Traffic Calming –  
Fifth Line West (Ward 8)

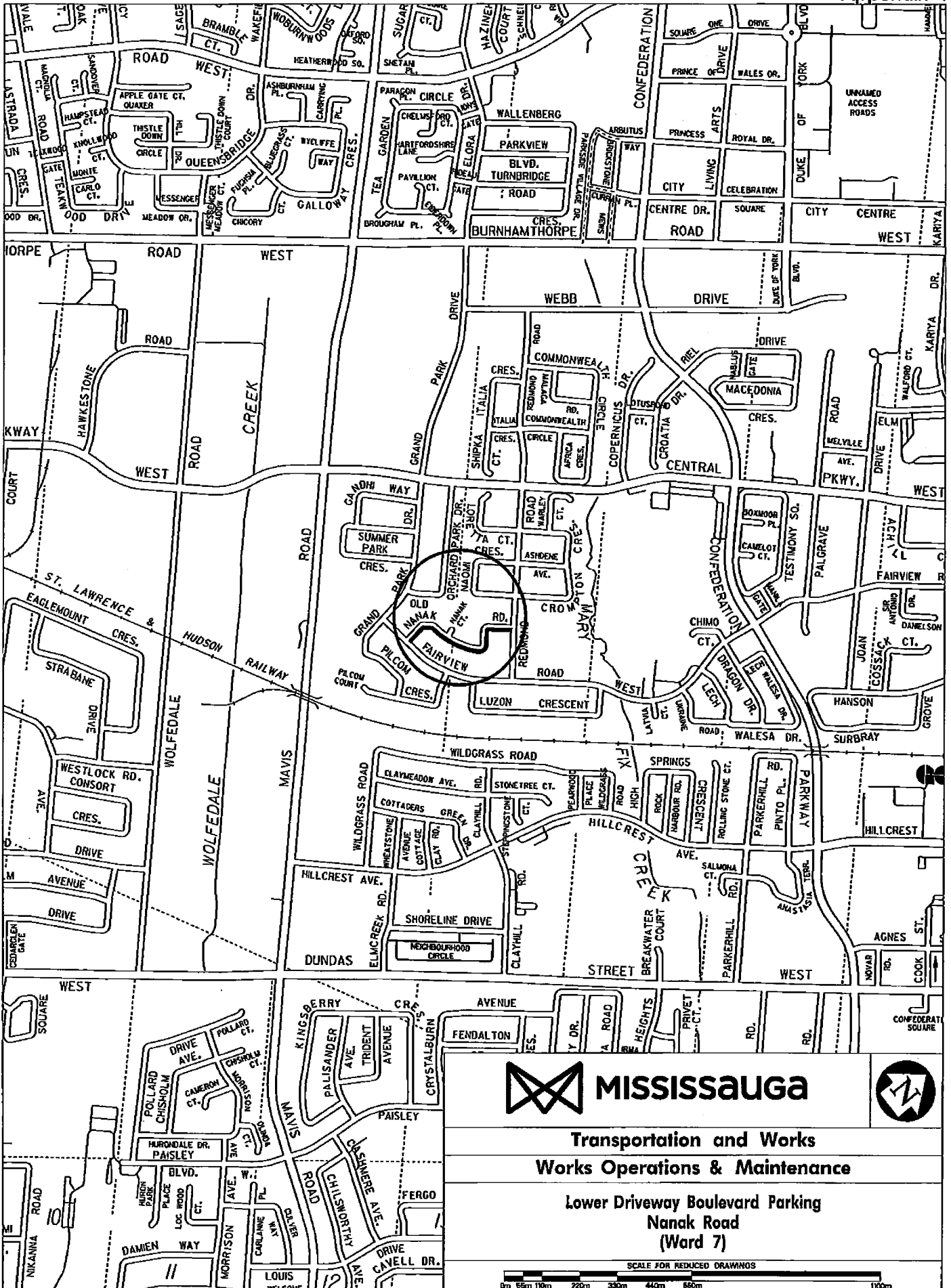
Appendix 4: Location Map: Traffic Calming –  
Westbridge Way (Ward 11)



Martin Powell, P. Eng.

Commissioner of Transportation and Works

*Prepared By: Maxwell Gill C.E.T., Traffic Operations Technologist*



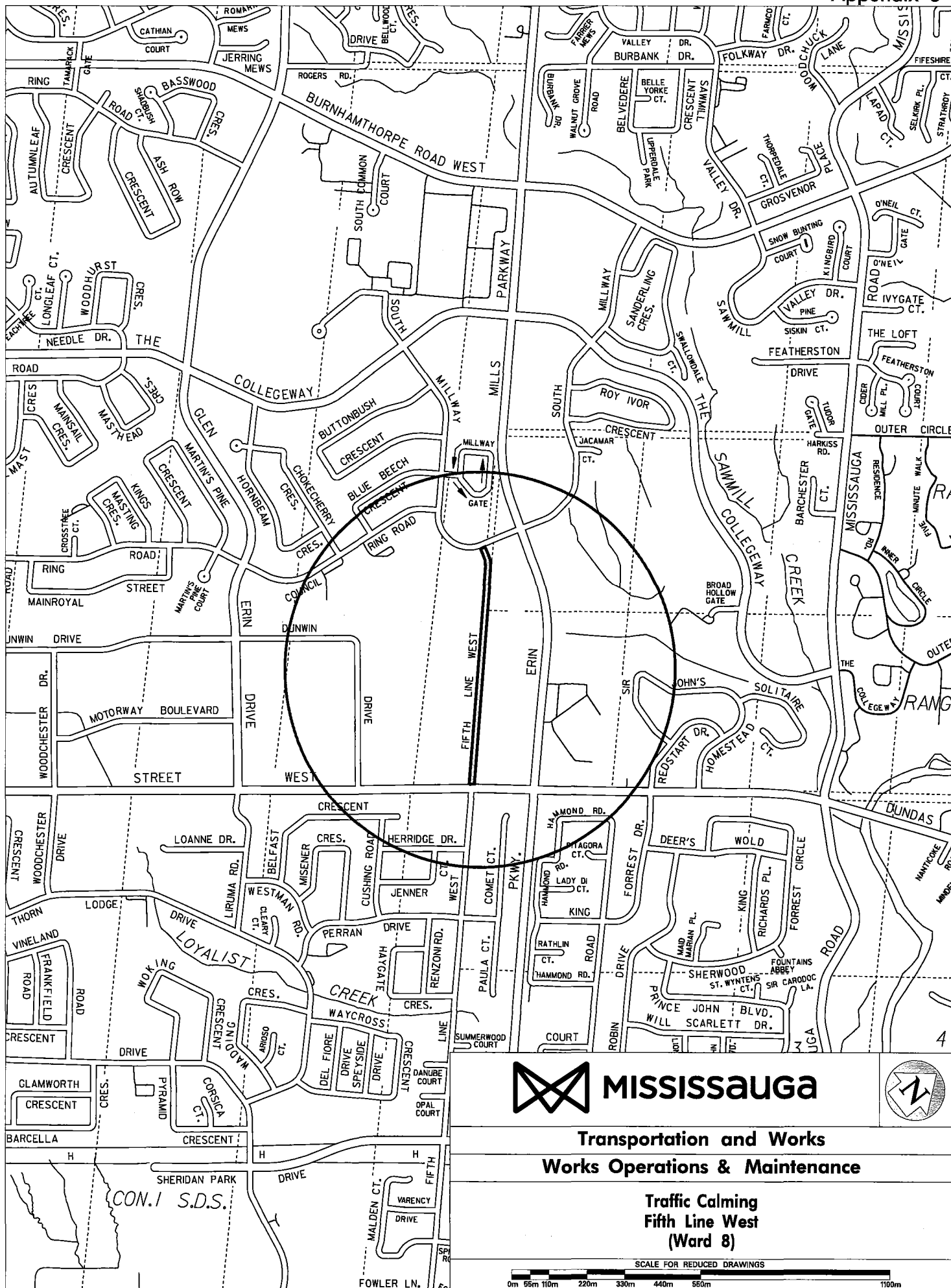


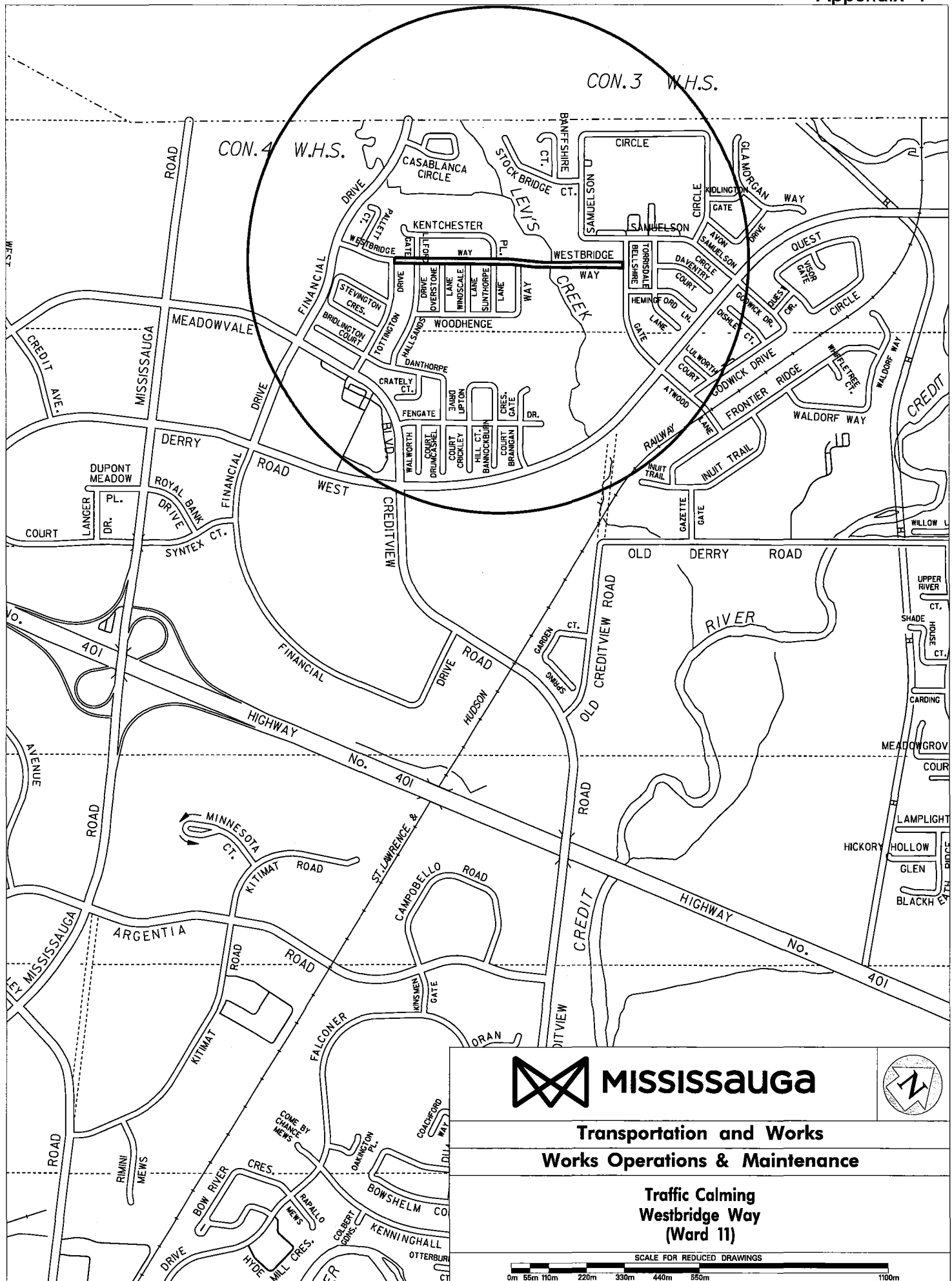














# Corporate Report

Clerk's Files

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Files

MG.23.REP

**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**General Committee**

**JAN 14 2015**

**FROM:** Martin Powell, P. Eng.  
Commissioner of Transportation and Works

**SUBJECT:** Winter Maintenance Operations

**RECOMMENDATION:** That the report dated December 16, 2015 entitled, "Winter Maintenance Operations" from the Commissioner of Transportation and Works be received by General Committee for information.

**REPORT  
HIGHLIGHTS:**

- This report provides a review of the winter maintenance operations undertaken on November 19, 2014 as well as an overview of the annual winter program.
- In June of 2014, Council approved a new seven year winter maintenance contract. For reference, approximately 80% of winter maintenance operations are performed by private contractors.
- On November 19, 2014 the City received approximately 5 cm (2 in) of snow that significantly impacted the evening commute in Mississauga and across the Region.
- The feedback received as a result of that evening has been reviewed and will assist in continually improving our operational response and how we communicate status updates.

**BACKGROUND:**

The City's winter maintenance program is delivered through a mix of private contractors and city forces with approximately 80% of winter maintenance operations being outsourced.

In June of 2014, Council authorized the execution of a new seven-year winter maintenance contract starting with the 2014/15 winter season. Prior to issuing this tender, staff reviewed winter maintenance operations with a focus to ensure operational efficiency and to establish equipment levels to enable delivery of the Council approved service levels for winter maintenance operations.

This report is prepared in response to a request by Council for a review of the winter maintenance operations undertaken on November 19, 2014 as well as to provide Council with an overview of the annual winter program as it relates to service levels and how residents can stay up to date and informed of winter operations during snow events.

**COMMENTS:****Winter Maintenance Response on November 19, 2014**

On November 19, 2014 the City received approximately 5 cm (2 in) of snow that significantly impacted the evening commute in Mississauga and across the Region. Motorists experienced delays not only on City streets but also on provincial highways (QEW, 403, 401, 410 and 407). Transit riders were also delayed as MiWay buses could not achieve schedule adherence given the amount of traffic delay on the roads.

City staff monitored the weather that day starting with the 8:00 am forecast which indicated light flurries with less than 0.20 inches of accumulation by 2:00 pm with flurries changing to snow at 5:00 pm for a total snowfall of 5 cm. The heaviest of snow was to fall between the hours of 7:00 pm and 9:00 pm.

Anti-icing (brine applied to roads via a spray) could not be done that day prior to salting operations as the temperature ranged between -10° C and -7° C which is too cold for anti-icing to be effective.

Winter maintenance contractors were called in by staff at 2:30 pm to initiate salting operations. Salt trucks were dispatched from the works



yards starting at 3:00 pm due to the early arrival of the storm. Even though salt trucks started to hit the road at 3:00 pm that day, their progress slowed significantly given the timing of the evening commute. Service levels were met for this snow event.

Early messaging that day was communicated via the @MississaugaSnow twitter account advising of an upcoming snow event expected for the afternoon and to allow extra time for the evening commute. These messages were reinforced via the City's main twitter account, the City's homepage banner was activated and status updates were provided on the Winter Maintenance web page. A specific alert was not pushed out through the Mississauga Roads App that evening; however, twitter messages are linked into the App's news feed section and were available. A summary of these messages is provided in Appendix A.

On November 19<sup>th</sup>, 311 handled 895 calls which is normal for this time of year; service levels that day were met. As well, there is a protocol in place for T&W Dispatch to call upon 311 staff to remain operating after 7 pm during significant weather events if call volumes are significant. For the event on November 19<sup>th</sup> T&W Dispatch did not require after hours support from 311.

There were a number of contributing factors that resulted in poor road conditions which significantly delayed traffic during the evening commute on November 19, 2014. Feedback received as a result of that evening has been reviewed and will assist in continually improving our operational response (such as the timing of when salt trucks are dispatched) and how we communicate our status updates (such as the expanded use of the Mississauga Roads App). It should be noted that the timing of when trucks are dispatched is a balance between many factors. Many times forecasted storms do not materialize as weather patterns change. This could result in unnecessarily spreading salt with significant costs and environmental impacts.

MiWay has also provided an inventory of road segments where buses have challenges navigating steep grades during winter storm events. These areas have been identified for priority treatment in addition to the priority road network.

### Overview of the Annual Winter Maintenance Program

As previously described, approximately 80% of winter maintenance operations is performed by private contractors. It is the City's responsibility to monitor weather conditions and patrol roads to determine when to engage winter operations. Once the decision has been made, City staff call-in contractors who are on 24/7 stand-by. The City is also responsible to monitor and inspect contractor performance as well as the supply of salt being used by contractors.

The City provides winter maintenance on a range of City assets including roads (priority and secondary), sidewalks (priority only), parking lots, pedestrian crossings and transit infrastructure (transitway, transit terminals, bus stops and parking lots).

The City also maintains the following Regional Roads on behalf of the Region of Peel in Mississauga (Cawthra Road, Queensway from Mavis Road to Etobicoke and Winston Churchill Boulevard from Lakeshore Road to Dundas Street).

- **Service levels**

When snow accumulation is less than 8 cm (3") only salting operations are utilized. The following table provides an overview of the established service levels for snow events greater than 8 cm (3"):

	Amount of Snow		
	< 15 cm (6")	> 15 cm (6") < 30 cm (12")	> 30 cm (12")
Priority Roads	Cleared within 12 hrs	Cleared within 24 hrs	More than 24 hours
Secondary Roads Priority Sidewalks Bus Stops	Cleared within 24 hrs	Cleared within 36 hrs	More than 36 hours

*Note: time to clear is based at the end of a snowfall*



- **Public Information**

Transportation and Works (T&W) staff manage a number of different communication channels to keep staff and the public informed on the status of winter maintenance operations:

- **Web** ([mississauga.ca/snow](http://mississauga.ca/snow))

The winter maintenance web page provides a comprehensive overview of the annual program. The site includes a Live Updates page, information on levels of service, route maps, information on winter parking restrictions, sidewalks and the windrow program.

During snow events, updates are posted on the status of operations. A banner on the City's main page is also displayed that directs users to the winter maintenance web page. Twitter messages are also displayed in real time on the winter maintenance home page as well as the Live Updates page.

- **Twitter** (@MississaugaSnow)

The @MississaugaSnow twitter page currently has close to 1,900 followers and is a great way to stay informed of upcoming weather patterns as well as live updates during snow events. The City's main twitter account (@citymississauga) will also retweet messages from @MississaugaSnow to over 18,000 followers when relevant.

- **Mississauga Roads App**

The new Mississauga Roads App is available for most smartphones (Apple and Android compatible) and provides a number of features that can be utilized year round. Of note for winter maintenance is the ability to track, in real time, the location of snow plows as they travel their routes.

With the new Winter Maintenance Contract and new GPS Fleet Management Contract now in place, all the winter vehicles are having new GPS units installed in December, 2014. These features are anticipated to go live early January, 2015.

**- Telephone**

In addition to the channels above, residents are able to call 311 for information Monday to Friday between 7:00 am to 7:00 pm. If the call is urgent after hours, residents have the option to press 2 to speak to T&W after hours Dispatch. During a snow event when we are plowing and temporary parking permits (parking considerations) are suspended, a recorded message that provides an update on winter operations is available on the Snow Information Line at 905-615-SNOW (7669). The same message is also recorded for 311 and the T&W Dispatch line (3000).

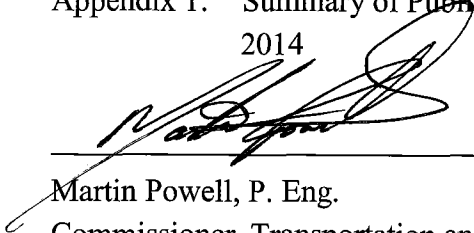
**FINANCIAL IMPACT:** There are no financial impacts associated with this report.

**CONCLUSION:** The City's winter maintenance program is delivered through a mix of private contractors and city forces with approximately 80% of winter maintenance operations being outsourced.

On November 19, 2014 the City received approximately 5 cm of snow that significantly impacted the evening commute in Mississauga and across the Region.

Feedback received as a result of that evening has been reviewed and will assist in continually improving our operational response (such as the timing of when salt truck as dispatched) and how we communicate our status updates (such as the expanded use of the Mississauga Roads App).

**ATTACHMENTS:** Appendix 1: Summary of Public Messages from November 19, 2014
















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Martin Powell, P. Eng.  
Commissioner, Transportation and Works














*Prepared By: Geoff Wright, P.Eng., MBA  
Director, Works Operations & Maintenance*









## APPENDIX 1

## Summary of Public Twitter Messages from November 19, 2014

Date	Time	Message
Nov 18	4:34 PM	 <b>citymississauga</b>    Nov 18, 4:34pm via Hootsuite Snow is expected in tomorrow's forecast! Stay on top of plowing and salting by following @MississaugaSnow.  9 retweets
Nov 18	10:08 PM	 <b>Mississauga Snow</b>  <b>Following</b> @MississaugaSnow Chilly winds tonight and more snow on its way tomorrow. Plan ahead, evening commute may be slow.
Nov 19	6:07 AM	 <b>Mississauga Snow</b>  <b>Following</b> @MississaugaSnow Another winter day in store for today with snow in the afternoon and strong winds. If you must drive, allow extra time and be prepared.
Nov 19	10:20 AM	 <b>City of Mississauga</b>  <b>Following</b> @citymississauga Snow is on the way this afternoon! Please build in extra time for your commute home and stay safe. Follow @MississaugaSnow for updates.
Nov 19	2:00 PM	 <b>citymississauga</b> Nov 19, 2:00pm via Hootsuite @CharlotteT65 We monitor roads on a constant basis and salt as required. Last salting was Sunday into Tuesday. Follow @MississaugaSnow. <a href="#">Hide conversation</a>  <b>CharlotteT65</b> I hope @citymississauga is going to salt the roads today. Too many ice patches on the streets yesterday. Did you run out of salt? 11:30am, Nov 19 from Twitter Web Client

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Date	Time	Message
Nov 19	4:09 PM	 <b>Mississauga Snow</b> @MississaugaSnow   <p>Winter maintenance crews are salting roads and will monitor roads on an ongoing basis. Allow time for your PM commute, drive/walk with care</p>
Nov 19	4:13 PM	 <b>citymississauga</b> Nov 19, 4:13pm via Hootsuite <p>@kidbuddah Winter maintenance crews are on roads. Follow @MississaugaSnow for more updates!</p> <p><a href="#">Hide conversation</a></p>  <b>kidbuddah</b> @citymississauga can we get some salters out for the roads?!?! 3:48pm, Nov 19 from Twitter for Android
Nov 19	4:19 PM	 <b>Mississauga Snow</b> @MississaugaSnow   <p>Motorists please slow down, full head lighting system on, and watch for pedestrians. Or use transit - let someone else do the driving #MiWay</p>
Nov 19	6:30 PM	 <b>citymississauga</b> Nov 19, 6:30pm via Hootsuite <p>Just a reminder our crews are out on roads. Follow @MississaugaSnow for more winter maintenance updates. Please remember to drive safely!</p> <p> 3 retweets</p>
Nov 19	6:39 PM	 <b>Mississauga Snow</b> @MississaugaSnow   <p>Crews and equipment are salting roads and this will be ongoing. Roads are slippery so please slow down and take your time.</p>

Date	Time	Message
Nov 19	8:29 PM	 <b>Mississauga Snow</b> @MississaugaSnow  <b>Following</b> Staff and equipment have been working through what was a very busy commute to address priority road and requests from Emergency services.
Nov 19	8:32 PM	 <b>Mississauga Snow</b> @MississaugaSnow  <b>Following</b> Treatment of local residential roads, sidewalks, bus stops and ped X'ings will continue this evening and overnight. #onstorm
Nov 19	8:43 PM	 <b>City of Mississauga</b> @citymississauga  <b>Following</b> Winter maintenance crews continue work overnight. Travel safely and follow @MississaugaSnow
Nov 19	9:32 PM	 <b>Mississauga Snow</b> @MississaugaSnow  <b>Following</b> We will continue to salt roads, sidewalks & bus stops. Conditions are slippery so drive/walk with care. Allow extra time for Thu AM commute.



# Corporate Report

Clerk's Files

Originator's  
Files

**DATE:** December 17, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Paul A. Mitcham, P. Eng., MBA  
Commissioner of Community Services

**SUBJECT:** **Planning Status Report: 2015 Pan Am/Para Pan Games**

General Committee

**JAN 14 2015**

- RECOMMENDATION:**
1. That the Corporate Report dated December 17, 2014 from the Commissioner of Community Services entitled "Planning Status Report: 2015 Pan Am/Para Pan Games" be received for information, and;
  2. That the Ticket Distribution Plan be approved.

**REPORT  
HIGHLIGHTS:**

- The Pan Am/Para Pan Games are 7 months away from the opening ceremonies.
- Games planning is proceeding on schedule and transitioning from logistics to operational plans.
- The appropriate divisions are represented on the various internal planning teams and lines of accountability are being formalized and documented in a Games Operational Plan.
- Supporting operational plans including: Transportation, Corporate Communications, Emergency/Security and Venue Operations are being finalized, in cooperation with TO2015 and related provincial agencies and will be included in the Games Operational Plan.
- Staff are advancing a number of activation plans in concert with

TO2015 including the Torch Relay event, opening ceremonies and in-game festivals.

- Staff are promoting the games and the City to expected visitors, games family members and local residents through a number of channels including Discover Mississauga, the City's tourism portal.
- The community has nominated two Mississauga residents to be considered by TO2015 for the designated torchbearer positions.
- The Host Committee endorsed a ticket distribution plan to maximize community access to the games. Council is asked to approve that plan.
- There are many legacy opportunities for the through our participation in the games.

**BACKGROUND:**

The City is advancing well in its plans for hosting the 2015 Toronto Pan Am/Para Pan games. The games will bring to the GTHA 41 nations, approximately 7500 Pan Am athletes and 1500 para-athletes, plus games officials, coaches and 1.2 million visitors from July 10-26, 2015 (Pan Am) and August 7-15, 2015 (Para Pan). Mississauga will serve as the gateway to the games and has events operating every day of Pan Am and Para Pan events.

Athletes are currently being qualified and will be confirmed by March 2015 (teams, events and schedules). The City's involvement as a Host City was approved by Council through a number of documents agreements including the Multi-party Agreement, the Venue Licence Agreement and the Silver Municipal Designation status.

Most of the costs associated with our efforts are contained in existing operating budgets. Any incremental costs, venue costs and opportunity costs are being managed within two agreements; Municipal Services Agreement (in negotiations) and the Venue Licence Agreement (approved). Multiple departments/divisions have accountability for a successful games experience.

Recreation has assumed the lead for games planning management and established an internal games planning team with the following divisions represented:

- Corporate Communications
- Transportation and Works
- Culture
- Fire & Emergency Services
- Emergency Management
- Information Technology
- Facilities and Property Management
- Region of Peel

Council had approved the creation of the Games Host Committee whose function would be to provide staff with advice related to activation, tourism, communication, and legacy and community engagement initiatives.

For the current term of Council, representatives were confirmed by Council on December 17, 2014 and include:

- Councillor Chris Fonseca, Ward 3
- Councillor Carolyn Parrish, Ward 5
- Councillor Matt Mahoney, Ward 8
- Councillor Pat Saito, Ward 9

External Stakeholders on the Host Committee include:

- President Mississauga Sport Council, Lisa Alexander
- Mississauga Toronto West Tourism, Robert Kawamoto
- SMG, Mike Hamilton

Internal Stakeholders on the Host Committee include:

- Commissioner of Community Services, Paul Mitcham
- Director, Recreation, Howie Dayton
- Director, Corporate Communications, Ivana Di Millo
- Acting Director, Culture, Paul Damaso
- Director, EDO, Susan Amring
- Fire Chief, Tim Beckett
- Division Chief, Fire Preventions, Jamie Zimmerman
- Manager Emergency Management, Teresa Burgess-Ogilvie
- District Manager North, Stu Taylor
- Director, MiWay, Geoff Marinoff



- Director, Works Operations and Maintenance, Geoff Wright
- Facility Manager Hershey SportZone, Greg Socha
- Sport Tourism Event Coordinator, Clara Grassia

**COMMENTS:**

The Venue Licence Agreement takes effect June 2, 2015 when TO2015 begins an exclusive use arrangement through until the end of the Para Pan Games, (August 17, 2015). The Hershey Centre is to be referred to publically as the **Mississauga Sports Centre**, for Pan Am events only, and will be home to all combative sports (Karate, Taekwondo, Wrestling, Judo) for the Pan Am games. During the Para Pan games, the City will host Goalball, Wheelchair Rugby and Powerlifting. Mississauga is the only city hosting events every day during the entire games period.

It is TO2015's responsibility to operate, secure, set-up/take down and manage the events themselves as well as to sell tickets and address spectator and games family issues, needs and concerns. As the venue owner and City host, we are providing a very active and supportive role to ensure a successful games experience.

**Activating the City**

To support a positive experience during and leading up to the games, a number of activation events are being planned. These are intended on exciting the community, building awareness of the games and celebrating our commitment to sport and culture:

- The Torch relay event has been confirmed for June 14, 2015 and is being coordinated through a partnership with the Mississauga Waterfront Festival. Subject to final approval from TO2015 that the date can be publically shared, staff will bring a corporate report forward to outline our shared service arrangement with the festival organizers and provide greater insight into the event plans.
- Funding to host a Martial Arts Festival at Mississauga Sports Centre has been received through an Ignite grant. Recreation is lead for this event and the date will be a weekend in June. Staff are working with exhibition clubs and TO2015 to confirm that date.

- Opening ceremonies viewing party at Celebration Square (July 10, 2015). The rights to view the event are currently being negotiated with CBC, TO2015 and interested host communities.
- The Culture Division obtained funding under the Ignite program and will be hosting a number of cultural events to bridge the cultural and sport themes associated with the athletes, countries and cultures represented by the games.

To build awareness of the games and these events, staff are working with Creative Services on opportunities to “Pan-amify” activation sites and Recreation marketing pieces including the Spring/Summer Active Guide, the Mississauga Sport Centre, downtown and Celebration Square with banners, pillar wraps, lighting of the clock tower, to name a few.

### **Torch Relay Pan Am/Para Pan**

The City’s Silver Designation entitles Mississauga to a day-long celebration with the Torch including naming 3 torch bearers. As mentioned, June 14, 2015 is the Pan Am Torch Day. The event begins at Mississauga Celebration Square, heading south to the lake, ending at the Waterfront Festival with official ceremonies and activation events planned in concert with the festival. Residents had an opportunity to apply for community torch bearer positions reserved and selected by TO2015 (35-40 spaces).

To select the City’s designated positions, the Host Committee endorsed a community nominations process for the two positions and supported a 3<sup>rd</sup> position be created for the former Mayor McCallion. Staff at TO2015 have been agreeable to this request. There will also be a torch event for the Para Pan games, which is scheduled for August 5, 2015 however planning has not yet begun.

The community nominations process being organized by the City completed on December 18, 2014. There were a high number of submissions and staff will be selecting the names for the Host Committee’s review. Names will then be forwarded to TO2015 by the January 30, 2015 deadline and following a security check, names can be shared publically. Staff will introduce the successful torch bearers to Council in March/April 2015.

The contest required a nomination form with a brief description of how the individual has contributed to the community in the area(s) of sport, arts & culture, volunteerism, to name a few. Nominees were to be current Mississauga residents in order to qualify.

The strong response to this contest validates how important these engagement efforts are toward building awareness and excitement toward the games and the City's role as a host community.

### **Tourism Program**

As was previously reported to Council, [www.discovermississauga.ca](http://www.discovermississauga.ca) is the games information portal. It is also the City's tourism website and will link visitors, games officials and athletes to the City. The tourism project is on schedule and is expected to be an important source of local and visitor information on activations, wayfinding, local accommodations, retail opportunities and shopping incentives.

Staff expects to be launch-ready early spring with this portal however information will be posted as it becomes ready for public consumption. Staff are advancing discussions with TO2015, Ontario Tourism and Mississauga Toronto West Tourism in order to optimize social media, Ontario Tourism marketing and games webpages to better profile the City and games events.

### **Ticket Distribution**

A proposal to the Host Committee recommended a community distribution plan for the City's 500 allocated tickets, provided through the Silver Municipal Designation. The plan maximizes the opportunity for community affiliates to distribute tickets to the community through a fair and equitable ticket request/lottery process that the recreation division will manage. Members of Council serving on the Host Committee will be entitled to tickets according to the accredited ticket allowance previously reported and the Mayor plus one guest will have a full access pass, providing accreditation occurs.

Affiliated groups are to be engaged in the distribution process of the 400 Pan Am Tickets and 100 Para Pan Am tickets that the City of Mississauga receives as per our municipal designation. Affiliated groups in good standing will receive an email in February 2015 gaging

their interest in receiving complimentary tickets to games events. Requests for tickets will be required by March 15, 2015. No specific events and a maximum of 10 tickets can be requested.

If the total number of tickets requested exceeds 500 a lottery will be conducted. Tickets will be distributed to recipient groups by May 15, 2015. Upon Council's approval of the distribution and lottery process, staff will share the mechanics of the lottery at the next Host Committee meeting for further endorsement.

The City suite at the Mississauga Sport Centre will be available for all members of Council and LT using the City's Suite Allocation Policy (Allocation of the City of Mississauga Private Box at the Hershey Centre, Policy # 05-01-04). Staff will confirm interest in attending events at the MSC in the coming months.

### **Games Operational Planning**

The already referenced internal corporate team has been meeting for 2 years to operationalize the games. A Games Operational Plan including service area leads, alternates and roles and responsibilities is in development. The plan will be an operational manual and provided to each service area lead/alternate during the games period. It includes the following games sub-plans:

### **Communications Plan**

City staff and game/provincial agencies are coordinating a number of communications matters including:

- Pre-games resident and business information packages (spring 2015) related to traffic impacts, transportation demand management strategies and games schedules.
- Information to staff, tenants and users of Hershey Centre (1st quarter 2015) on access and interruptions during games period.
- Games Briefings Protocol.
- General bulletins: normal games operations.
- Special bulletins: issues, incidents and crisis events.

Staff developed this communications plan leveraging existing protocols and incorporating/aligning with TO2015 and other provincial/regional

agencies. The Plan will be detailed for the Host Committee in February.

### **Security and Emergency Response Plan**

Plans for the provision of security and emergency response services are being coordinated through the OPP. The Venue Command Centre will assume lead for such matters with support from local police (PRPS) and Fire & Emergency Services.

Fire and Emergency Services will have two staff members on location during games operations. Fire officers will ensure that Fire Code violations are addressed in a timely manner and do not interrupt the flow of the games or set up of events. The staff will also be on site to assist in the event of a fire emergency such as a fire or alarms being activated.

The Emergency Management Division is refining plans, communication protocols through a number of test scenarios. A dry-run is scheduled to test real-time emergencies at the venue in April 2015. The outcome will include a section of the Games Operational Plan that leverages existing emergency plans (venue fire & evacuation, City EOC) as well as the connections to TO2015 emergency protocols.

### **Local Area Plan**

This is the local games route network that brings spectators, games family members, athletes etc. to the venue. The City submitted eligible costs associated with a games shuttle service, traffic management and general transportation support including the supply and installation of signage, temporary traffic control devices, intersection pavement markings and traffic signal timing adjustments to TO2015. These costs will be considered as part of the Municipal Services Agreement.

There has been significant review and thought put into that plan, which has also been shared with the Host Committee. Staff in Transportation & Works, save and except for on-site parking, have the lead for executing this plan. A resident, business and tenant information meeting / on-line portal is in development to inform those most affected by the games. The meeting and portal should launch 2<sup>nd</sup> Quarter 2015.

**Venue Plan**

The venue plan including overlay, media areas, parking and public access has been largely finalized. TO2015 assumes the venue on June 2, 2015 for exclusive use until the end of the games period. City and SMG representation have responsibility under the Venue Licence Agreement to keep the building in a state of good repair. As such, we are establishing a Venue Operations Centre that will be staffed at all times (7 days/week-during all scheduled events) with City and SMG management/key personnel.

TO2015 will have a counterpart on site in the Venue Operations Center. The two teams will work together to coordinate day's events, respond to local venue issues and attempt to resolve these quickly and without interrupting games operations.

**Accreditation**

Access to the venue will be restricted during the course of the exclusive use period. Staff and members of Council and tenants (Steelheads) requiring access will need to be accredited. Cheryl Valentine is the City's Accreditation Liaison Officer and will circulate a request for accreditation to the Mayor's office and Host Committee Council representatives with further instructions.

**Legacy**

Staff from the City of Mississauga Information Technology division have worked with the Pan Am Toronto 2015 event planning and design staff to put in place the required technology at the Mississauga Hershey Centre to support the Pan Am and Para Pan Am games scheduled for 2015.

We are very pleased with the technology features and improvements introduced to support the events and appreciate the legacy program that sustains these features and technology post Pan Am 2015 games. The additional WiFi and networking hardware refresh benefits the ongoing operations of the Mississauga Hershey Centre and the programming of this facility for events and sports for the public and sports organizations.

The Environment Division is working on a plan that will result in improved recycling and the piloting of wet waste (Composting) at the venue.

The Martial Arts festival referenced above will we hope be a regular, if not annual event as will a number of para-sport programs and leagues staff are investigating.

Finally, the spirit of volunteerism will be one that will be leveraged well after the games end, no sooner than in 2016 when the City hosts the Ontario Summer Games.

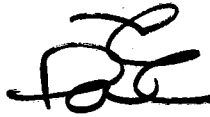
**FINANCIAL IMPACT:** The Sport Hosting Account will fund the City's obligations as a Municipal Silver Host. The 2015 budget submission allocates \$80,000 from it to support our efforts. Other divisions have costs for activation and public art initiatives-these are being managed through existing accounts. Incremental costs are being funded through various agreements with TO2015 including the Venue Licence Agreement (approved) and the Municipal Services Agreement (being negotiated). Finally, several Ignite grants were applied for, successfully, to assist with various activation events. The cost of the City's participation in the Pan Am and Para Pan games will be included in the 2015 budget submission.

**CONCLUSION:** Planning for the Pan Am/Para Pan games is proceeding on schedule. With 7 months remaining, there are a number of items that are in the process of being finalized that are helping to inform the City's operational, activation, emergency planning and communications planning efforts.

Staff continues to meet with TO2015 through the established Municipal Forum and other specific subject matter planning tables and is sharing information through the internal planning team. The Host Committee, Leadership Team and Members of Council remain excellent advisors and champions.

This is a corporate effort with shared accountability for success. Division heads are very supportive as are the assigned leads. Mississauga is well positioned to showcase our City, the Hershey Centre and build on our reputation as a sport-event friendly destination.

**ATTACHMENTS:** Appendix 1: Games Operational Organizational Structure



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Paul A. Mitcham  
Commissioner of Community Services

*Prepared By: Howie Dayton, Director, Recreation*



**Games Operational Plan**  
**Pan Am / Para Pan Games Operation Org Chart**

**Games Planning Chair - Howie Dayton**

<b>Activation Office</b>	<b>Venue Operations Centre</b>	<b>Local Area Plan</b>	<b>Emergency &amp; Security Management</b>	<b>Tourism Office</b>	<b>Communication Office</b>
<b>Functions</b>	<b>Functions</b>	<b>Functions</b>	<b>Functions</b>	<b>Functions</b>	<b>Functions</b>
Pre - games Celebrations Torch Events In Games Celebrations	TO2015 Interface Venue Issues Resolve Facility & Parking Operations Customer Relations On Call 24/7	Shuttle Operations Way Finding Traffic Demand Mgt Games Rate Network Local Connection Resident / Business Inquires & Key Messages Interface TO2015 UTCC	Spirit Exercises - City Games Readiness Plan On-Site Fire Suppression / Prevention Interface with TO2015 Intergrated Security Unit Interface with City's EMO	Pan Am Landing page Discover Mississauga.ca Visitors Way Finding (on-line maps) Summer Festivals and Events Calendar Stay'n Play incentives (Shop, Stay,& Dine) Venue Ambassadors City	Protocol Events Communications Plan Games - Bulletins - normal games communication - Media - Resident information - Crisis Communication - Escalation issues Communication
<b>Leads</b>	<b>Venue Managers</b>	<b>Leads</b>	<b>Leads</b>	<b>Leads</b>	<b>Leads</b>
Recreation - Clara Grassia Culture - Lisa Abbott	<b>2 shifts 6 am - 11 pm</b> 6am-2 pm / 7 am-3pm 2pm-10pm / 3pm-11pm  City - Stu Taylor City - Greg Socha  SMG - Mike Hamilton SMG - Dave Hamilton  TO2015 - Rich Trella TO2015 - Ryan Koolen  ISU - Dawn Orr ISU - Perry Kirchhof	Geoff Wright Geoff Marinoff Andy Bates  Alternates - TBC	Fire & EMS - Chief Beckett Emergency Mgt - Teresa Burgess-Ogilvie  Alternates TBC	Clara Grassia Melissa Van Nieuwenhuyse Tourism Dev't Coordinator Michael Campbell - Advertising program	Ivana Di Millo Sonja Banic Maureen Ellis

\* See Venue Ops Centre Org. Chart



# Corporate Report

Clerk's Files

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**DATE:** December 9, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Paul A. Mitcham, P.Eng., MBA  
Commissioner of Community Services

**SUBJECT:** Creditvale Mills Amenity Space Agreement

General Committee

JAN 14 2015

- RECOMMENDATION:**
1. That the Commissioner of Community Services and City Clerk be authorized to enter into an Amenity Space Agreement with the Region of Peel for the Creditvale Mills complex in a form satisfactory to Legal Services.
  2. That all necessary bylaws be approved.

**REPORT  
HIGHLIGHTS:**

- The Creditvale Mills complex offers 250 affordable living units within two buildings, one for families and the other for seniors and a 6,000 square foot amenity space designed to be used for programs and activities such as older adult leisure, breakfast clubs and afterschool programs.
- The Amenity Space Agreement would provide the City of Mississauga with 20 hours of no cost weekday use per week for use by the Recreation Division and affiliated and recognized older adult groups.
- In exchange, the Amenity Space Agreement will provide the City with a non-exclusive right (licence) to the Creditvale Mills

complex in order to allow the City of Mississauga to promote and provide administrative support for booking of all rentals of Creditvale Mills through the City of Mississauga's CLASS system in accordance with the City's Recreational Rental Rates by-law to be paid to the Region of Peel.

- An Amenity Space Agreement between the City and the Region of Peel will directly benefit the Creditvale Mills neighbourhood and surrounding communities of Rivergrove and Meadowvale by ensuring recreation programs and social activities occur that will build capacity and increase the level of health and well-being that will contribute to the overall success of individuals, families and the surrounding neighbourhoods.

**BACKGROUND:**

Creditvale Mills is located at 1535-1555 South Parade Court (Eglinton and Creditview) in Mississauga and offers 250 affordable living units within two designated buildings, one for families and the other for seniors. The land for this Region of Peel/ Peel Living project was donated by the City of Mississauga.

The Creditvale Mills complex has a 6,000 square foot amenity space designed to be used for the delivery of programs/services and to be shared with the residents and the local community. It also hosts two meeting room spaces (one large and one small) on the upper level of the facility that are available from 9:00 a.m. to 9:00 p.m. each day for rental by residents, Wisma Mega Indah Inc (property manager) and local community groups and agencies.

**COMMENTS:**

The Amenity Space Agreement support a plan to ensure access to the designated amenity space or "community centre" at Creditvale Mills for older adult groups, community programs and partnerships and City of Mississauga Recreation Division programs.

Mississauga has experienced growth in the older adult population and the number of older adult groups that have formed to provide programs and services. There are currently 53 older adult groups operating out of existing community centres and facilities.

As a result, the Recreation Division has sought opportunities like this to help manage current and future demands for space to accommodate

this growth as the number of older adults and older adult groups increase.

Demand for space for older adult programming currently exists in the northwest district of the City, from groups such as the Rivergrove Senior Friendship Club, Meadowvale Seniors Social Club, and Streetsville Seniors Club.

**The Amenity Space Agreement would:**

- Provide for a non-exclusive licence to the amenity space which can be accessed by community groups for various purposes (e.g. meetings, programs, social events).
- Support growth of community and affiliated groups by allowing them to offer additional programs to increase participation by new and existing members.
- Support older adult groups to meet demands for weekend, evening, and summer daytime programming particularly from “young” older adults who are employed during the day.
- Enhance availability and access to recreational programming for older adults and families that reside in the Creditvale Mills Community and contribute to a healthy, vibrant and safe community.

The Amenity Space Agreement would also allow the Region of Peel to establish agreements with other organizations related to the use of the space that would bring additional value to the residents of the Creditvale Mills complex.

**Creditvale Mills Amenity Space Agreement:**

The Amenity Space Agreement will allow the City of Mississauga to use the property for the purpose of Recreation Division programming and to assist local community groups with meeting space needs that do not conflict with the Region of Peel or Wisma Inda Inc as the property manager.

The Amenity Space Agreement provides the City of Mississauga with 20 hours of weekday use per week. This designated time would then be permitted for use by the Recreation division or to affiliate and recognized older adult groups within the City of Mississauga.

**In exchange the City would agree to:**

- Provide administration permits for the booking of all rentals at Creditvale Mills through the City of Mississauga's CLASS system. Creditvale Mills would be added to the CLASS system as a bookable facility space.
- Promote the amenity space at Creditvale Mills to local community groups and advertisement through City channels.
- Provide access for rental groups to the City of Mississauga User Fee Program for the purposes of ensuring all rental groups have a general liability insurance policy.
- Collect a fee for the use of the space at Creditvale Mills in the same amount as set out in the City's Recreational Rental Rates by-law no.0265-2013 as amended from time to time for meeting room category and further that it will pay to the Region of Peel the amount of such fees.

**STRATEGIC PLAN:** The Creditvale Mills Amenity Space Agreement advances the City's Strategic Pillars of Belong and Connect and aligns with and achieves objectives identified in the following strategic plans:

- 2014 Future Directions and Older Adult Plan.
- Region of Peel Community Investment Strategy, Neighbourhood Capacity Support Strategy

**FINANCIAL IMPACT:** There is no direct financial impact associated with the recommendations of this report.

**CONCLUSION:** The development an Amenity Space Agreement with the Region of Peel would respond to requests made by City of Mississauga older

adults groups for greater access to meeting space within the northwest district of the City and supports the development of programs for the residents of Creditvale Mills as part of an overall neighbourhood development strategy.



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Paul A. Mitcham, P.Eng., MBA  
Commissioner of Community Services

*Prepared By: Jennifer Cowie Bonne, Manager Community  
Development*



# Corporate Report

Clerk's Files

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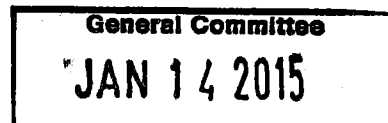
**DATE:** December 9, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Paul A. Mitcham, P.Eng., MBA  
Commissioner of Community Services

**SUBJECT:** Proposed Changes to the Environmental Advisory Committee

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**RECOMMENDATION:**

1. That the proposed changes to the Environmental Advisory Committee reflected in the new Environmental Action Committee Terms of Reference, dated November 21, 2014, attached as Appendix 2 to the Corporate Report dated December 9, 2014 from the Commissioner of Community Services be approved.
2. That the Environmental Action Committee Terms of Reference, dated November 21, 2014, attached as Appendix 2, be considered when screening candidates for 2014-2018 appointments to the Environmental Action Committee.

**REPORT  
HIGHLIGHTS:**

- The Environmental Advisory Committee was established in 2007 to offer advice and recommendations to Council on environmental policy and matters within the scope of the municipality and to create a public forum for discussion.
- Since 2007, a number of things have changed that significantly reduced the opportunity for the Environmental Advisory Committee to fulfill its advisory role and to garner public interest.
- Proposed changes to the Environmental Advisory Committee's Terms of Reference outlined in this report include changing the

name to Environmental Action Committee, broadening stakeholder representation on the Committee and shifting focus from advising on policy to championing local action to address environmental issues.

**BACKGROUND:****Mandate**

The Environmental Advisory Committee is an advisory committee of Council. The first Environmental Advisory Committee was established in 2007 to offer advice and recommendations to Council on environmental policy and other matters within the scope of the municipality and to provide a public forum to discuss environmental concerns, changing environmental legislation or regulation, conservation, environmental sustainability and the environment in relation to overall quality of life.

**Meeting Schedule and Location**

Environmental Advisory Committee meetings are held the first Tuesday of the month, starting at 9:00 a.m.

Meetings were initially held in committee rooms, but have taken place in the Council Chamber since 2008.

**Membership**

Membership of the Environmental Advisory Committee is appointed by a Resolution of Council and initially was comprised of eight members (three Councillors and five citizens). The number of Environmental Advisory Committee members has increased to a total of 13, adding representation from post-secondary institutions and youth.

Other components of the Terms of Reference (e.g., Role of the Chair, Environmental Advisory Committee Members Roles and Responsibilities, Sub-Committees, etc.) have remained essentially unchanged.

Appendix 1 provides a copy of the Environmental Advisory Committee's current Terms of Reference.



**PRESENT STATUS:**

Since the Environmental Advisory Committee was established in 2007, a number of things have changed at the City including the adoption of the City's Strategic Plan, approval of the Living Green Master Plan and many other Master Plans with significant environmental impact, formalizing an integrated approach to project management, conducting broad public consultation on significant plans and policy, and the creation of the Environment Division (Community Services Department).

The cumulative effect has resulted in many Corporate Reports of an environmental nature being taken directly to General Committee or Council. Typically, reports and deputations that are received at the Environmental Advisory Committee are received for information only. In 2014, 96 percent of Environmental Advisory Committee agenda items were received for information. This has significantly reduced the opportunity for the Environmental Advisory Committee to fulfill its advisory role and to garner public interest in Environmental Advisory Committee meetings. This, combined with a Terms of Reference that does not directly engage Environmental Advisory Committee members in efforts to improve environmental sustainability in Mississauga, has led to diminishing member attendance and engagement.

**COMMENTS:**

Given the challenges noted above and the fact that new Committee appointments are underway to coincide with the 2014-2018 term of Council, this is an appropriate time to modify the Environmental Advisory Committee's Terms of Reference to better engage Committee members and the public in local actions to address environmental issues.

To help inform any proposed changes, staff benchmarked Mississauga's Environmental Advisory Committee Terms of Reference against 12 other Environmental Advisory Committees in Ontario considering committee mandate, membership size and composition, and meeting time, location and frequency. This included speaking with staff at municipalities with very engaged Environmental Advisory Committees to learn what has contributed to their success. Key findings of this review include:

- The need to revisit and update Environmental Advisory Committee Terms of Reference to remain relevant is not unique to Mississauga;
- Some of the most engaged Environmental Advisory Committees prepare annual work plans and progress reports;
- Some of the most engaged Environmental Advisory Committees have a mandate that includes undertaking public outreach and education; and
- Municipalities typically try to recruit citizen members that represent the community at large and a third of the Environmental Advisory Committees reviewed include multi-sector representatives (e.g., industrial, commercial, institutional, environmental).

### **Proposed Changes to Terms of Reference**

The following key changes are recommended to the current Environmental Advisory Committee Terms of Reference and are reflected in the Environmental Action Committee Terms of Reference provided in Appendix 2.

#### **Name Change:**

- Change the name to Environmental Action Committee (EAC).

#### **Mandate / Member Roles and Responsibilities:**

- Champion local action to address environmental issues;
- Be a community role model by participating in outreach opportunities that increase community knowledge/education with respect to priority environmental issues;
- Conduct research to help inform environmental programs, outreach campaigns, by-laws, etc.;
- Help build community partnerships;

- Leverage community networks to increase local environmental action;
- Prepare a four-year work plan for approval by General Committee and Council and update it annually; and
- Present an annual progress report to Council.

#### Meeting Schedule and Location:

- Meet monthly with the exception of January and August. (January meetings are often cancelled due to a lack of agenda items and September agendas are typically too long.)
- Hold meetings in a committee room or other less formal setting that is better suited to informal discussion and public participation.

#### Composition:

Total of 13 members comprised of:

- Three (3) Councillors (no change)
- Four (4) citizen members
- Four (4) group representatives from a broad range of environmental stakeholders (e.g., environmental interest groups, community groups, conservation authorities, school boards, post-secondary institutions, energy utilities, industrial and commercial businesses, business associations)
- One (1) local university or college student
- One (1) Peel Environmental Youth Alliance representative

#### **EAC Member Recruitment**

Recruitment of citizen members to City of Mississauga committees began in November 2014 for the 2014-2018 term of City Council. To fulfill the expanded role and membership proposed for the Environmental Action Committee, it is recommended that the

Environmental Action Committee Terms of Reference, dated November 21, 2014, be considered when screening candidates for the 2014-2018 Environmental Action Committee.

Further, it is recommended that one of the first orders of business for the new EAC members (Councillors and citizen members) be that they identify groups/organizations to be invited to appoint a representative to EAC.

**STRATEGIC PLAN:** The City's Strategic Plan identifies Living Green as one of the Strategic Pillars for Change. The EAC Terms of Reference support the principle under Living Green that "Mississauga is a city that values its shared responsibility to leave a legacy of a clean and healthy natural environment." and the strategic goals set under Living Green to "Lead and Encourage Environmentally Responsible Approaches" and "Promote a Green Culture".

**FINANCIAL IMPACT:** Implementation of any actions listed in the EAC Terms of Reference is subject to the City's normal business planning budget process and approval. The EAC has no operating budget.

**CONCLUSION:** Broadening community representation on EAC and focussing the work of the Committee on local environmental action is intended to provide EAC members with a more rewarding experience and accelerate environmental sustainability in Mississauga.

**ATTACHMENTS:** Appendix 1: Current Environmental Advisory Committee Terms of Reference Revised November 9, 2011  
Appendix 2: Environmental Action Committee Terms of Reference Dated November 21, 2014



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Paul A. Mitcham, P.Eng., MBA  
Commissioner of Community Services

*Prepared By: Brenda E. Osborne, Director, Environment*



## ENVIRONMENTAL ADVISORY COMMITTEE

### TERMS OF REFERENCE

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#### STATUS

The Environmental Advisory Committee (EAC) has the status of an advisory committee of Council.

#### MANDATE

The Environmental Advisory Committee's main purpose will be to offer advice and recommendations to Council in support of the Strategic Plan, in particular the Living Green Pillar for Change.

1. EAC will offer advice and recommendations in the following areas:
  - a) Policy issues and practices related to the City's own infrastructure and land, such as: assessing the City's conservation programs, new initiatives, sustainable practices and integration of environmental sustainability considerations into the City's processes and decisions, new technologies, energy use, alternative fuels, fleet standards, etc.
  - b) City policies related to environmental matters or affecting environmental matters.  
*For the purposes of clarity and to keep the scope of the committee's mandate clear, EAC will not be expected to comment on individual development applications or transit and transportation planning issues. These issues will continue to be addressed within the normal development and transit and transportation planning process.*
  - c) Environmental issues received in reports and studies and working with non-governmental groups, other levels of government, agencies and utility companies to promote sustainable practices, share information on new programs or funding opportunities and/or promote environmentally friendly activities in the city.
2. EAC will provide a forum for the public to share their concerns, new or changing environmental legislation or regulations, conservation, environmental sustainability and the environment in relation to overall quality of life.

#### TERM OF OFFICE

The Term of Office for Citizen members and Council members on the Environmental Advisory Committee (EAC) shall run concurrent with the term of Council, or until successors are appointed.

**COMPOSITION**

The membership of the Environmental Advisory Committee (EAC) will be appointed by a Resolution of Council, and will comprise:

- three (3) Councillors
- five (5) Citizen Members and one (1) representative of the University of Toronto Mississauga faculty or six (6) Citizen Members
- one (1) representative of the University of Toronto Mississauga student body, assigned by UTM faculty
- one (1) representative from Sheridan College- Mississauga Campus
- one (1) to two (2) youth representatives

Through a partnership with the Peel Environmental Youth Alliance (PEYA) one (1) to two (2) youth representatives of PEYA are invited to participate with the meetings of the Environmental Advisory Committee, but will not be counted in regard to quorum. The PEYA representative(s) will be assigned by the PEYA Coordinator on a rotating basis, subject to parental/guardian consent and permission of the respective school principal to allow the youth to be absent from school classes in order to attend the EAC meetings.

Recruitment of citizens to be appointed to EAC will follow Corporate Policy and Procedure for recruitment of Citizen Appointments to Committees, Boards and Authorities (Corporate Policy and Procedure 02-01-01).

**APPOINTMENT OF CHAIR & VICE-CHAIR**

At the first meeting of the new term of the Environmental Advisory Committee, the members shall appoint, from among their number, a Chair and Vice-Chair.

**ROLE OF THE CHAIR**

The Chair of the EAC is to:

- provide leadership to EAC.
- submit agenda items, with input from Committee Members, for EAC meetings to the Committee Coordinator.
- oversee the meetings of EAC using the City of Mississauga's Procedure By-law.
- keep EAC's activities focused on the mandate of the Committee.
- keep discussion on topic by summarizing issues.
- recognize each Member's contribution towards the Committee's work.
- serve as ex-officio Member of any sub-committees of EAC, and attends those meetings when necessary.
- make deputations, presentations, etc. before General Committee or Council.
- liaise with other EAC Members on a regular basis.

Despite the appointment of a Vice-Chair, the Chair may appoint an alternate (Acting) Chair in their absence.

**ROLE OF THE VICE-CHAIR**

In the absence of the Chair, the Vice-Chair will chair meetings and act for the Chair as necessary.

**EAC MEMBERS ROLES AND RESPONSIBILITIES:**

Members are to:

- ensure that the mandate of the EAC is being fulfilled.
- provide the Chair with solid, factual information regarding the agenda items.
- when required, advise Council on any issues relating to the environment.
- adhere to appropriate ethical behaviour toward the environment.
- advise on any controversial or significant environmental issues.
- notify the Committee Coordinator if they are unable to attend EAC meetings to ensure that quorum will be available for all meetings.

**SUB-COMMITTEES**

EAC may establish sub-committees, to deal with specific issues.

These sub-committees make recommendations to EAC which are presented in a report of the sub-committee on the next available agenda of EAC.

All Members of the sub-committees, including staff, have the right to vote.

The Chair of the individual sub-committee will be appointed at the first meeting of the Sub-committee.

**STAFF LIAISON**

Mississauga staff from key environmental positions within The Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Environmental Advisory Committee.

**AGENCY / OTHER PARTICIPANTS**

Representation from various agencies invited by the Committee and/or its Corporate staff liaison will not require appointment by Council Resolution.

**MEETING PROCEDURES**

(In accordance with Council Procedure By-law 0421-2003 as amended)

**SCHEDULE OF MEETINGS**

The meetings of EAC will be generally scheduled to meet the first Tuesday of the month, or otherwise as directed by the Committee, or at the direction of the Chair.

**OPERATION**

The Environmental Advisory Committee shall operate according to the Procedure By-law regulating the operation of the meetings of Council and its Committees.

**QUORUM**

A quorum of the Environmental Advisory Committee will result from the presence of a half of the composition of Members defined in this Terms of Reference document, at a time no later than thirty (30) minutes past the time for which the meeting was scheduled and noted on the agenda or notice of the meeting.

**NOTICE OF MEETINGS - AGENDA**

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

**REPORTING TO COUNCIL**

The EAC shall act in an advisory capacity to Council and may report its recommendations to Council through the General Committee of Council.

**MINUTES**

Minutes of the Environmental Advisory Committee (EAC) will be presented at its next available meeting, for adoption by that Committee.



**MISSISSAUGA****ENVIRONMENTAL ACTION COMMITTEE****TERMS OF REFERENCE**

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**STATUS**

The Environmental Action Committee (EAC) has the status of an advisory committee of Council.

**MANDATE**

EAC's main purpose is to champion local action to address environmental issues.

EAC will offer advice and recommendations to Council in support of environmental direction in the Strategic Plan and the Living Green Master Plan.

EAC will provide a forum for the public to share their concerns and discuss new or changing environmental legislation or regulations, conservation, environmental sustainability and the environment in relation to overall quality of life.

**OBJECTIVES AND GOALS**

To engage the community in priority actions which enhance the environmental sustainability of Mississauga.

To be a community role model for environmental action.

To support implementation of the Strategic Plan's Living Green Strategic Pillar for Change and actions in the Living Green Master Plan.

**WORK PLAN**

EAC will prepare a four-year Work Plan in cooperation with staff to be approved by General Committee and Council. At the beginning of each year, EAC will update the Work Plan and present an annual progress report to Council.

EAC will ensure Work Plans relate directly to the mandate and specific goals of the Committee. Work Plans shall support the City's environmental priorities (e.g., Strategic Plan, Living Green Master Plan and other environmental master plans) and be accomplished within budgetary capacity.

Work Plan status will be a standing EAC agenda item.

### PROCEDURES AND FREQUENCY OF MEETINGS

All Committees are subject to the Council Procedure By-law, which outlines the procedures for Council and Committee meetings ([http://www7.mississauga.ca/documents/bylaws/procedural\\_by-law\\_2013.pdf](http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf)).

The EAC will meet approximately ten (10) times per year, usually on the first Tuesday of every month (no meetings in January and August), or as determined by the Committee at the call of the Chair.

### MEMBERSHIP

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards ([http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf)) and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities (<http://www7.mississauga.ca/documents/policies/02-01-01.pdf>).

### COMPOSITION

The membership of the EAC will be appointed by a Resolution of Council, and will comprise:

- Total: 13 voting members
- Three (3) Councillors
- Four (4) Citizen Members
- Four (4) group representatives from a broad range of environmental stakeholders (e.g. environmental interest groups, community groups, conservation authorities, school boards, post-secondary institutions, energy utilities, industrial and commercial businesses, business associations)
- One (1) local university or college student
- One (1) Peel Environmental Youth Alliance (PEYA) youth representative

Recruitment of citizens to be appointed to EAC will follow the Corporate Policy and Procedure for recruitment of Citizen Appointments to Committees, Boards and Authorities (Corporate Policy and Procedure 02-01-01).

Students shall be appointed for one (1) year.

All members count towards quorum.

### TERM OF OFFICE

The Term of Office for EAC members (with the exception of students) shall run concurrent with the term of Council, or until successors are appointed.

### APPOINTMENT OF CHAIR AND VICE-CHAIR

At the first meeting of the new term of the EAC, the members shall appoint, from among their number, a Chair and Vice-Chair.

### ROLE OF THE CHAIR

The role of the Chair is to:

1. Preside at the meetings of the EAC using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to the EAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator and Environment Division.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of sub-committees and attend sub-committee meetings when necessary.
6. Liaise with the Director of the Environment Division on a regular basis.
7. Liaise with other EAC members on a regular basis.
8. Make deputations, presentations, etc. before General Committee or Council.

Notwithstanding the role of the Chair, other EAC members can make deputations, presentations, etc. before General Committee or Council.

Despite the appointment of a Vice-Chair, the Chair may appoint an alternate (Acting) Chair in their absence.

### ROLE OF THE VICE-CHAIR

In the absence of the Chair, the Vice-Chair will chair meetings and act for the Chair as necessary.

### EAC MEMBERS ROLES AND RESPONSIBILITIES

The role of Committee Members is to:

- Work collaboratively with City staff to develop a four-year Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between EAC members and staff.
- Present annual progress reports to Council on behalf of EAC.
- Ensure that the mandate of the EAC is being fulfilled.
- Engage the community in environmental action and be a community role model by participating in outreach opportunities that increase community knowledge/education with respect to priority environmental issues and which accelerate community action or commitment to: tree planting, reducing stormwater runoff, energy conservation, waste reduction, taking active and alternative modes of transportation, local food production, reducing greenhouse gas emissions, water conservation, protecting and enhancing green spaces, etc.

- Conduct research to help inform environmental programs, outreach campaigns, by-laws, etc., that support the environmental direction in the Strategic Plan (particularly the Living Green Strategic Pillar for Change) and actions in the Living Green Master Plan.
- Help build community partnership opportunities and leverage community networks to increase local environmental action.
- Provide the Chair with solid, factual information regarding agenda items.
- Advise on any controversial or significant environmental issues.
- Notify the Committee Coordinator if unable to attend EAC meetings to ensure that quorum will be available for all meetings.

#### SUB-COMMITTEES

That, as per the Procedure By-law 139-2013, EAC may establish a sub-committee which shall consist of members of EAC, as may be determined by EAC and any other member approved by Council.

- Sub-committees will be formed to deal with specific issues, and will make recommendations to EAC. Once the specific issue is dealt with the sub-committee shall cease.
- These sub-committees make recommendations to EAC which are presented in a report of the sub-committee on the next available agenda of EAC.
- The Chair of the sub-committee will be appointed at the first meeting of the sub-committee.

#### STAFF LIAISON

City staff from key environmental positions within The Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the EAC.

#### AGENCY / OTHER PARTICIPANTS

Representation from various agencies invited by the Committee and/or its Corporate staff liaison will not require appointment by Council Resolution.

#### QUORUM

1. Quorum of the EAC shall be reached with the presence of a majority of the appointed and elected members, at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.



# Corporate Report

Clerk's Files

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10.

**DATE:** December 3, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Paul A. Mitcham, P.Eng., MBA  
Commission of Community Services

**SUBJECT:** **Youth Freedom Pass Program**

General Committee

JAN 14 2015

- RECOMMENDATION:**
1. That the corporate report dated December 3, 2014 from the Commissioner of Community Services entitled "Youth Freedom Pass Program" be endorsed, and:
  2. That the Freedom Pass Program be approved to continue with 10,000 passes available on an annual basis.

**REPORT  
HIGHLIGHTS:**

- The Freedom Pass for youth aged 12 to 14 allows free rides on MiWay within Mississauga and free participation in public swims during July and August every year.
- The Freedom Pass program in 2014 met the pilots objectives and supports the City's status of a Gold Youth Friendly Community.
- The Freedom Pass moved the City's Youth Plan vision of youth having the opportunity to connect to community services using public transit.
- Residents of Mississauga will continue to obtain the Freedom Pass at City operated community centres.
- There is minimal financial impact associated with this program.

**BACKGROUND:**

The "Youth Freedom Pass Pilot Program" was approved by the Chair and Members of Council following the Corporate Report GC -0043-2014 dated February 6, 2014 from the Commissioner of Community Services. The program was implemented by Recreation and MiWay in July and August 2014. The Freedom Pass targets 26,600 youth in Mississauga who are between 12-14 years old who are too young to work (limited income), too young to drive and are not primary users of MiWay. Freedom Pass holders receive free access to public transit and drop-in swimming during July and August.

**COMMENTS:**

The Freedom Pass was designed to increase youth participation in recreation during the summer months by eliminating cost barriers to transportation and recreation. The program provided youth with an incentive to use and experience the benefits of MiWay and encouraged them to become future customers. It also provided guardians with an alternative to driving to summer camps, recreation programs, libraries and other destinations, creating an environmentally friendly option and demonstrated our values as a Youth Friendly Community.

**The pilot program achieved the following results:**

- 5,000 Freedom Passes were distributed to the target audience and an additional 100 cards were printed to meet demand
- 20% of the population aged 12-14 got a Freedom Pass
- 45% of the Freedom Pass participants used their pass to swim over 12,300 times
- there was a 27% higher uptake on the Freedom Pass than regular recreation programs for youth aged 12 to 14.
- 18% of the Freedom Pass users were new customers to recreation

**Key surveys and testimonials confirmed:**

- Freedom Pass youth were travelling to community centers and libraries
- 100% of survey respondents indicated that the process to apply for a Freedom Pass was simple
- 100% would apply again for a Freedom Pass
- 98% would recommend the Freedom Pass to a friend
- 78% would continue to use MiWay after the summer months

**Additional Benefits of the Freedom Pass**

The City's Youth Plan and research from Peel Children and Youth Initiative "A Study of Youth in Peel" identified the cost of transportation as an issue for youth to travel. Mississauga is recognized as a Youth Friendly Community which encourages municipalities to create youth friendly programs such as the Freedom Pass.

The Child ridership category is only 0.4 % of MiWay's overall ridership and most children are accompanied by an adult. Over half of the Freedom Pass holders were youth 14 years of age who are at a key time in life when they are building independence and in the process of transitioning to high school and considering their transportation options. Encouraging conversations about transit outside of the academic year and environment proved to be a practical way to promote the benefits of MiWay. Increasing to 10,000 passes will ensure that we can meet the anticipated demand from year to year as awareness of the program becomes more wide spread.

**STRATEGIC PLAN:** New and innovative ideas that encourage youth transit ridership and use of recreation services lead to improved community health and youth engagement. The Freedom Pass Program is aligned with the City's strategic goals of Move, Belong, Connect and Green.

**FINANCIAL IMPACT:** There was a modest decline of approximately \$10,000 in transit revenue attributed to the program in the Child fare category, however Freedom Pass was:

- Used over 40,000 times to board the buses over the summer season, the majority of these trips would not likely have occurred without the Freedom Pass

In Recreation, the cost associated with issuing free access to drop-in swims was nominal and it is not certain these participants would have attended a fee based drop in swim. Recreation experienced 937 new youth and guardian customers; similar to MiWay, this could result in future recreation customers.

**CONCLUSION:**

The 2014 Freedom Pass pilot program was highly successful. Analysing this program in the target age group supports a number of strategic objectives for Recreation, MiWay and the Corporation, aligning the City's standing as a Gold Youth Friendly Community.



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Paul A. Mitcham, P.Eng., MBA  
Commissioner of Community Services

*Prepared By: Joanne Foote, Community Development Coordinator,  
Youth*





# Corporate Report

Clerk's Files

Originator's  
Files

11.

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**DATE:** December 8, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

General Committee

JAN 14 2015

**FROM:** Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

**SUBJECT:** Accessible Municipal Elections

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**RECOMMENDATION:** That the report dated December 8, 2014, from the Commissioner of Corporate Services and Chief Financial Officer, entitled "Accessible Municipal Elections", be received for information.

**BACKGROUND:** The City Clerk is responsible for the administration of Municipal Elections in accordance with the *Municipal Elections Act, 1996*, which includes the following provisions related to accessibility:

*12.1 (1) A Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.*

*12.1 (2) Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affects electors and candidates with disabilities.*

**COMMENTS:** As part of the planning and implementation of the 2014 Municipal Election, all election processes and practices were reviewed to identify barriers to accessibility. As a result, a number of actions were undertaken to either remove or prevent the barriers, in the context of

the following areas: Communication and Information; Voting Locations; Voting Process; Staff Training and Voting Methods (i.e. Vote tabulators).

The Election Accessibility Report in accordance with the *Municipal Elections Act, 1996* is attached as Appendix 1. One of the most significant measures undertaken to accommodate voters with disabilities was the availability of the Automark accessible voting equipment at voting locations for the 13 advance poll voting days. Areas for consideration for the 2018 Municipal Election have also been identified such as online voting.

**FINANCIAL IMPACT:** The majority of measures taken to accommodate voters had minimal cost given that accessibility options were incorporated into the overall election project. The exception was the cost of renting the Automark accessible voting equipment used at the Advance voting locations for approximately \$45,000.00.

**CONCLUSION:** In accordance with Section 12.1 (2) of the *Municipal Elections Act, 1996*, this report has been prepared to outline the identification, removal and prevention of barriers that affect electors and candidates with disabilities. The actions noted in the report will be used in the planning of the 2018 Municipal Elections.

**ATTACHMENTS:** Appendix 1: City of Mississauga Election Accessibility Report

G. Kent.

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Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: Katie McConkey, Elections Coordinator*

## City of Mississauga Election Accessibility Report

### Identification of Barriers

*The following actions were taken to identify barriers that affect electors and candidates with disabilities:*

Actions	Considerations for 2018
<p>Assessed past election administration practices, identifying the likelihood of our practice creating a risk to accessibility of candidates and electors and then identified the impact of the risk and developed measures to mitigate or minimize the risk.</p> <p>Assessed and addressed accessibility issues that arose in the 2010 Elections and took necessary measure to avoid issues.</p> <p>Discussed the need of persons with disabilities insofar as they relate to municipal elections and made accommodations based on these needs.</p>	Practice to be repeated in 2018.
<p>Met with the Accessibility Advisory Committee (AAC) to review initiatives and consider additional options based on the committee's feedback.</p> <p>Updated the Accessibility Staff Working Group regarding steps taken to ensure the election was administered in accordance with applicable legislation.</p>	Practice to be repeated in 2018.
Gathered comments and recommendations from the municipality's Accessibility Coordinator on methods to meet accessibility needs.	Continue this consultation process on a routine basis.
Updated voting location site inspection checklist to include feedback from Accessibility Coordinator to ensure all standards are met.	Continue expanding checklist to exceed current standards, including assessing distance from parking and doorways to the voting locations within the facility; identifying locations with working accessibility mechanisms for door openers, and ensuring washroom facilities meet size standards.
Assessed accessible voting equipment options to meet the needs of the elector.	Investigate accessible equipment options which would streamline the voting process so that the process is less time consuming.

**Removal and Prevention of Barriers**

*We took the following actions to remove and prevent barriers that affect electors and candidates with disabilities:*

Actions	Considerations for 2018
<p>Ensured communications initiatives and information for candidates and electors were available in alternate formats, and that election related materials were available through TTY phone service and 3-1-1.</p>	<p>Continue to ensure that all information is universally accessible through the use of appropriate:</p> <ul style="list-style-type: none"> <li>-fonts</li> <li>-text sizing</li> <li>-colours</li> <li>-spacing</li> <li>-lighting</li> </ul> <p>Continue to make information available in a variety of formats upon request.</p>
<p>Posted all information to municipality's website to ensure all material would be available to all persons.</p> <p>The majority of missississaugavotes.ca content are text based making easy for screen readers to translate the content.</p> <p>All images have "alt" and "title" description describing the content of the image.</p>	<p>Practice to be repeated in 2018.</p>
<p>Had the ability to provide all documentation and forms in large print request, to aid those with low vision.</p>	<p>Practice to be repeated in 2018.</p> <p>Acquire magnifiers to assist at all polling locations.</p> <p>As in 2014, ensure all forms online are a fillable format and expand the list of forms available in this format.</p>
<p>Provided candidates and staff with information relating to accessible customer service.</p>	<p>Continue directing candidates to organizations and information to encourage open dialogue regarding persons with disabilities and ensuring that persons with disabilities have access to campaigns.</p>

Provided information to candidates regarding Campaign expenses and particular rules affecting disabled candidates.	Practice to be repeated in 2018.
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### Voting Locations

Actions	Considerations for 2018
<p>Conducted site visits of all potential voting locations to ensure full accessibility. In the event that city standards were not met the following actions were taken:</p> <ul style="list-style-type: none"> <li>-Hired hall monitors who could open doors and direct electors directly to the voting place.</li> <li>-Ensured that ramps could be installed.</li> <li>-Made provisions for an increased number of accessible parking spots.</li> </ul>	Increase our expectations/standards regarding the physical accessibility of voting locations; stay abreast of any legislative changes regarding the Building Code to ensure that locations used in 2018 exceeds standards.
<p>Developed a template for voting location set-up to ensure full accessibility which included:</p> <ul style="list-style-type: none"> <li>- Advance Poll and Election Day set ups allowed electors to easily maneuver through the polling location.</li> <li>-Having regard to specific needs of election workers who might have difficulty sitting or standing for long periods of time, etc.</li> </ul>	As per the AAC's suggestion, investigate the possibility of online voting as a way to support persons with disabilities.
<p>Provided voting locations on advance voting days with accessible voting equipment.</p> <p>Provided an operator at each advance poll location to operate the Automark (accessible voting equipment).</p>	Practice to be repeated in 2018.
Addressed accessibility concerns with school boards and ensured that steps could be taken to avoid barriers such as erecting temporary ramps and providing staff to open manual doors etc.	Practice to be repeated in 2018.
Provided appropriate signage at voting locations so that information was clearly visible to those with low vision.	Practice to be repeated in 2018.
Set up a process to facilitate notifications of any last minute disruptions in service or voting location changes, should an emergency occur including posting signage and having hall monitors relay information to electors upon entry to the voting location.	Practice to be repeated in 2018.
Ensured designated or reserved parking for persons with disabilities at each voting location and made provisions to provide additional accessible parking if necessary.	Practice to be repeated in 2018.

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**Voting Process**

Actions	Considerations for 2018
Ensured that workers were equipped to provide service to persons who required assistance on election day. Workers were trained to provide bed side voting at institutions and retirement homes.	Investigate provision of online voting for persons who have difficulty going to the voting locations.  Investigate provisions of curb-side voting to accommodate electors with mobility issues.
Provided instructions on the use of the accessible voting equipment and made an Automark operator available to assist persons with disabilities.	Practice to be repeated in 2018.
Additional advance poll days scheduled to provide more opportunities for the electors with disabilities who would like to use the accessible voting machine (Automark).	Practice to be repeated in 2018.
Promoted advance voting opportunities for electors with disabilities as well as extending the communications to multiple media channels to ensure a broad audience was captured.	Practice to be repeated in 2018.
As per the <i>Municipal Act, 1996</i> , provided voting opportunities on the premises of (a) an institution in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed; (b) a retirement home in which 50 or more beds are occupied	Practice to be repeated in 2018.  Update inventory of institutions and retirement homes eligible for on-site polling location.
Added tools to assist with ensuring accessibility such as sharpies that are easily gripped for filling in ballots.	Practice to be repeated in 2018.

**Staff Training**

Actions	Considerations for 2018
Training incorporated provisions to meet accessible customer service standards which also included a comprehensive online training module.	Practice to be repeated in 2018.

Provided reference materials such as the City of Mississauga's "May I Help You?" and "Understanding Accessible Customer service" booklet.	Practice to be repeated in 2018.
Monitored elector's concerns and ensured that their needs were met, i.e. if an individual with a walker was in a long line, a chair was offered and the elector's place in line was maintained.	Practice to be repeated in 2018.
Encourage election workers to approach an elector if it appeared that the elector required assistance maneuvering through the voting location and offer to assist.	Practice to be repeated in 2018.
Checked the access doors frequently to offer assistance and watch for electors unable to easily enter the building.	Practice to be repeated in 2018
Evaluated effectiveness of training post-election.	Practice to be repeated in 2018

### Voting Methods

Actions	Considerations for 2018
Traditional paper ballot, markers were provided that were easy to grip.	Practice to be repeated in 2018.  Magnifiers to be provided at each voting location.
Reviewed the accessible voting equipment with Accessibility Advisory Committee (AAC).  Considered recommendation made by the AAC and the Accessibility Staff Working Group regarding online voting.	Practice to be repeated in 2018.  Further investigate online voting.  Making accessible voting machines available on Election day.
Audio ballots available using the Automark.	Practice to be repeated in 2018.
Other assistive devices (sip and puff, rocker paddles, etc.) were used in conjunction with the Automark.	Practice to be repeated in 2018.



# Corporate Report

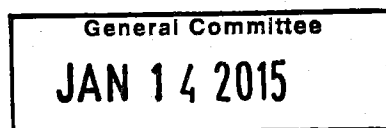
Clerk's Files

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12.

**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015



**FROM:** Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

**SUBJECT:** **2015 Interim Tax Levy for Properties on the  
Regular Instalment Plan**

- RECOMMENDATION:**
1. That a by-law be enacted to provide for a 2015 interim tax levy for properties on the regular instalment plan.
  2. That the 2015 interim taxes be calculated to be 50% of the previous year's annualized taxes on properties that existed on the previous year's tax roll.
  3. That assessments added to the tax roll in the current year be levied an amount that approximates 50% of a full year's taxes, had the property been included on the previous year's tax roll, using tax rates set out in Appendix 1 to the report dated December 16, 2014 from the Commissioner of Corporate Services and Chief Financial Officer and the current year's phased-in assessment.
  4. That the 2015 interim levy for residential properties on the regular instalment plan be payable in three (3) instalments on March 5<sup>th</sup>, April 2<sup>nd</sup>, and May 7<sup>th</sup>, 2015.
  5. That the 2015 interim levy for regular instalment plan properties in the commercial, industrial and multi-residential property classes be payable in one (1) instalment on March 5<sup>th</sup>, 2015.



**BACKGROUND:**

The *Municipal Act, 2001, S.O. 2001, c. 25* provides municipalities with the ability to pass a by-law to levy interim taxes in order to meet financial obligations. A by-law for interim taxes for taxpayers on pre-authorized payment plans was passed by Council on November 24, 2014. This report provides for an interim billing for properties on the regular instalment plan.

**COMMENTS:**

Section 317 of the *Municipal Act, 2001, S.O. 2001, c. 25* allows municipalities to levy interim taxes. The amount levied on a property may not exceed 50% of the total amount of taxes levied on the property for the previous year, adjusted for any supplementaries or cancellations that applied to only part of the previous year as if the supplementary or cancellation had applied for the entire year. Any impact resulting from reassessment and phase-in along with budgetary increases are applied on the final bill.

Assessments added to the tax roll for the current year are to be levied an amount that approximates 50% of a full year's taxes, had they been included in the previous year's tax roll, using tax rates set out in Appendix 1 and the current year's phased-in assessment.

Interim levies are also made on Payment-in-lieu properties such as Canada Post, the Region of Peel and others.

An interim levy would allow the municipality to meet its financial obligations including payment of Region of Peel and school board requirements.

It is proposed that the 2015 interim levy for residential properties with regular instalment due dates be payable in three (3) instalments on March 5<sup>th</sup>, April 2<sup>nd</sup>, and May 7<sup>th</sup>, 2015 and that the 2015 interim levy for commercial, industrial, and multi-residential properties on the regular instalment plan be payable in a single instalment on March 5<sup>th</sup>, 2015.

**FINANCIAL IMPACT:** Not applicable

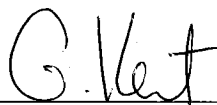
**CONCLUSION:**

A 2015 interim tax levy is required so that the City of Mississauga can meet its financial obligations. The 2015 interim levy for those properties paying through the regular instalment plan will be calculated pursuant to Section 317 of the *Municipal Act, 2001, S.O. 2001, c. 25* to be 50% of the annualized taxes levied on the property in the previous year. Interim taxes for assessments added to the tax roll for the current year will be calculated using tax rates set out in Appendix 1 and the current year's phased-in assessment.

Instalment due dates for residential properties paying through the regular instalment plan will be March 5<sup>th</sup>, April 2<sup>nd</sup>, and May 7<sup>th</sup>, 2015. The instalment due date for commercial, industrial or multi-residential properties will be March 5<sup>th</sup>, 2015.

**ATTACHMENTS:**

Appendix 1: 2015 Interim Tax Rates



Gary Kent

Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: Connie Mesih, Manager, Revenue & Taxation*

**The Corporation of the City of Mississauga  
2015 Interim Tax Rates**

Description	Tax Class	2015 Interim Tax Rate
Residential	RT	0.433457%
Residential Shared (PIL for Ed)	RH	0.433457%
Res Farm Awaiting Development I	R1	0.130037%
Residential - Education Only	RD	0.096436%
Multi-Residential	MT	0.695924%
Multi-Residential Farm Awaiting Development I	M1	0.130037%
Commercial	CT	1.008826%
Commercial Shared (PIL for Ed)	CH	1.008826%
Commercial Taxable (No Ed)	CM	0.475138%
Commercial Excess Land (PIL for Ed)	CK	0.706178%
Commercial Farm Awaiting Development I	C1	0.130037%
Commercial Excess Land	CU	0.706178%
Commercial Vacant Land (PIL for Ed)	CJ	0.706178%
Commercial Vacant Land	CX	0.706178%
Commercial New Construction	XT	1.008826%
Commercial New Construction Excess Land	XU	0.706178%
Office Building	DT	1.008826%
Office Building Shared (PIL for Ed)	DH	1.008826%
Office Building Excess Land	DU	0.706178%
Office Building Excess Land (PIL for Ed)	DK	0.706178%
Office Building New Construction	YT	1.008826%
Office Building New Construction Excess Land	YU	0.706178%
Shopping Centre	ST	1.008826%
Shopping Centre Excess Land	SU	0.706178%
Shopping Centre New Construction	ZT	1.008826%
Shopping Centre New Construction Excess Land	ZU	0.706178%
Parking Lot	GT	1.008826%
Industrial	IT	1.190877%
Industrial Shared (PIL for Ed)	IH	1.190877%
Industrial Farm Awaiting Development I	I1	0.130037%
Industrial Excess Land	IU	0.833613%
Industrial Vacant Land	IX	0.833613%
Industrial Vacant Land (PIL for Ed)	IJ	0.833613%
Industrial Excess Land (PIL for Ed)	IK	0.833613%
Industrial New Construction	JT	1.190877%
Large Industrial	LT	1.190877%
Large Industrial Excess Land	LU	0.833613%
Large Industrial New Construction	KT	1.190877%
Pipeline	PT	1.060550%
Farm	FT	0.108363%
Managed Forests	TT	0.108363%



# Corporate Report

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13.

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**DATE:** December 16, 2014

**TO:** Chair and Members of General Committee  
Meeting Date: January 14, 2015

**FROM:** Gary Kent,  
Commissioner of Corporate Services and Chief Financial Officer

**SUBJECT:** **Province of Ontario - Dedicated Gas Tax Funds For Public  
Transportation Program (2014/2015)**

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General Committee

JAN 14 2015

**RECOMMENDATION:** That a by-law be enacted to authorize the Mayor and the Commissioner of Corporate Services and Chief Financial Officer to execute, on behalf of The Corporation of the City of Mississauga, the letter of agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, under the Dedicated Gas Tax Funds for Public Transportation Program (2014/2015), which agreement is attached as Appendix 1 to the corporate report dated December 16, 2014, from the Commissioner of Corporate Services and Chief Financial Officer.

**BACKGROUND:** Annually, the Minister of Transportation advises each municipality of the amount of gas tax funds it is eligible to receive. On June 13, 2013, Provincial Gas Tax funding was made permanent when the *Dedicated Funding for Public Transportation Act, 2013* received Royal Assent.

**COMMENTS:** Provincial gas tax funding may only be used for operating and capital expenditures for transit services, unchanged from the previous year's program.

Provincially, total available funding for the year will be approximately \$321.5 million. The program allocation formula remains unchanged. The formula is based on 70% ridership and 30% population, gathered in 2013.

The 2014/15 annual allocation is \$15.6 million. MiWay's 2015 operating plan/budget includes an allocation of approximately \$15.5 million in provincial gas tax revenues to cover the costs of service expansion and improvements introduced from 2005 to 2010.

To secure the City's share of funding from this program, the Ministry of Transportation must receive a signed letter of agreement. The agreement must be accompanied by a municipal by-law permitting the municipality to enter into the letter of agreement. A copy of the agreement is attached as Appendix 1.

**FINANCIAL IMPACT:** The Ministry of Transportation will process a payment for \$11,712,978 when they receive the authorizing municipal by-law and signed agreement. This amount represents 75% of the City's annual allocation.

**CONCLUSION:** A municipal by-law permitting the municipality to enter into the letter of agreement needs to be completed and forwarded to the Ministry of Transportation by January 30, 2015. This action will secure the City's share of provincial gas tax funding.

**ATTACHMENTS:** Appendix 1: Letter of Agreement



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Gary Kent,  
Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: Donna Herridge, Manager, Finance Transportation & Works*

**Ministry of  
Transportation****Office of the Minister**

Ferguson Block, 3<sup>rd</sup> Floor  
77 Wellesley St. West  
Toronto, Ontario  
M7A 1Z8  
(416) 327-9200  
www.mto.gov.on.ca

**Ministère des  
Transports****Bureau du ministre**

Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley ouest  
Toronto (Ontario)  
M7A 1Z8  
(416) 327-9200  
www.mto.gov.on.ca



November 13, 2014

Ms. Bonnie Crombie  
Mayor-elect  
City of Mississauga  
Civic Centre  
Mississauga, ON L5B 3C1

Dear Mayor-elect Crombie:

**RE: Letter of Agreement between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the "Ministry") and the City of Mississauga (the "Municipality") Related to Funding Provided by the Province of Ontario (the "Province") to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program (this "Letter of Agreement")**

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This Letter of Agreement sets out the terms and conditions for the use of dedicated gas tax funds by municipalities for public transportation.

As the Province desires to increase public transportation ridership to support the development of strong communities, the Ministry maintains a Dedicated Gas Tax Funds for Public Transportation Program (the "Program"), under which two cents of the existing provincial gas tax will be provided to municipalities for public transportation expenditures.

Following the passage of the *Dedicated Funding for Public Transportation Act, 2013* (the "DFPTA"), a portion of the tax that is paid to Ontario under the *Gasoline Tax Act* in each fiscal year is dedicated to the provision of grants, including those pursuant to the Program, to municipalities for public transportation. As a consequence, the Ministry has aligned the Program with the provincial fiscal year. For 2014/15, the Program will run from April 1, 2014 to March 31, 2015.

Any funding to the Municipality by the Ministry will be provided in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2014/2015 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which have been reviewed and are understood by the Municipality and are hereby incorporated by reference, the Ministry and the Municipality covenant and agree as follows:

1. To support increased public transportation ridership in the Municipality, and in recognition of the Municipality's need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems, the Ministry agrees to provide funding to the Municipality under the Program in an amount up to \$15,617,304 in accordance with, and subject to, the terms set out in this Letter of Agreement and the guidelines and requirements, with \$11,712,978 payable on receipt of this signed Letter of Agreement and related authorizing municipal by-law, and any remaining payment(s) payable thereafter.
2. Despite Section 1, the Municipality understands and agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to adjustment to reflect final gas tax receipts and any other adjustments as set out in the guidelines and requirements.
3. If the Municipality receives dedicated gas tax funds on behalf of any other municipality, and the other municipality has agreed to the Municipality collecting the dedicated gas tax funds on its behalf, the Municipality shall provide, upon request and in compliance with the requirements set out in the guidelines and requirements, any applicable municipal by-law and legal agreement between the Municipality and the other municipality providing for such arrangement to the Ministry prior to the payment of any dedicated gas tax funds by the Ministry under this Letter of Agreement.
4. The Municipality shall deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
5. The Municipality shall adhere to the reporting and accountability measures set out in the guidelines and requirements, and shall provide all requested documents to the Ministry.
6. The Municipality understands and agrees that the funding provided under this Letter of Agreement represents the full extent of the Ministry's and Province's financial contribution under the Program, and that no additional funds will be provided by either the Ministry or the Province for such purposes to the Municipality for the 2014/2015 Program year.
7. The Ministry may terminate this Letter of Agreement at any time, without cause, upon giving at least sixty (60) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement without cause, it may cancel all further dedicated gas tax funds payments. Where the Ministry has terminated this Letter of Agreement under this Section, the Ministry may, after determining the Municipality's reasonable costs to terminate any binding agreement for any eligible public transportation service acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, provide the Municipality with additional funding to offset, in whole or in part, such costs. The additional funding may be provided only if there is an appropriation for this purpose and in no event shall the additional funding result in the total funding under this Letter of Agreement exceeding the amount specified under Section 1.
8. Any provisions, including those in the guidelines and requirements, which by their nature are intended to survive the termination or expiration of this Letter of Agreement, shall survive its termination or expiration.

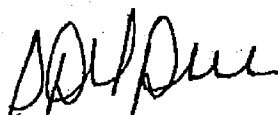
9. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
10. The Municipality agrees that it will not assign any of its rights or obligations under this Letter of Agreement.
11. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
12. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please secure the required signatures for the four enclosed copies of this Letter of Agreement and return two fully signed copies to:

Ministry of Transportation  
Division Services and Program Management Office  
27<sup>th</sup> Floor, Suite #2702  
777 Bay Street,  
Toronto, Ontario  
M7A 2J8

Once the Ministry has received the signed copies of this Letter of Agreement and a copy of the authorizing municipal by-law, the Ministry will make arrangements for the payment of the dedicated gas tax funds to the Municipality.

Yours sincerely,



Steven Del Duca  
Minister of Transportation

I have read and understand the terms of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms.

**City of Mississauga**

Per: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Per: \_\_\_\_\_  
Chief Financial Officer/Treasurer

Date: \_\_\_\_\_



**REPORT 7-2014****General Committee****JAN 14 2015**

**TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE**

The Heritage Advisory Committee presents its seventh report for 2014 and recommends:

**HAC-0060-2014**

That the property owner's request to alter a designated Part IV property, located at 271 Queen Street South (Ward 11), which is designated under section 29 of the Ontario Heritage Act be adopted in accordance with the following:

1. Should the repair of the existing windows not prove viable, their replacements with new wood materials, like for like, will be approved.
2. Addition of new windows and doors on the south and east elevations compatible with the historic fabric of the building and the Historic Streetsville Design Guidelines, be approved.
3. Addition of a metal fire escape on the north elevation, as per Building Code requirements, be approved.
4. Replacing of the front metal door with a wood door be approved.
5. Installation of new commercial signage be conditionally approved pending receipt of signage drawings.
6. That the appropriate City officials be authorized and directed to take the necessary action to give effect thereto, as described in the Corporate Report dated November 8, 2014 from the Commissioner of Community Services.

(HAC-0060-2014)

**HAC-0061-2014**

That the request to alter the property at 4265 Perivale Road, as described in the report from the Commissioner of Community Services, dated November 4, 2014, be approved.

(HAC-0061-2014)

**HAC-0062-2014**

That the Memorandum dated November 14, 2014 from Laura Waldie, Heritage Coordinator, providing a monthly update from Heritage Coordinators, be received for information.

(HAC-0062-2014)

**HAC-0063-2014**

That the Memorandum dated November 27, 2014 from Mumtaz Alikhan, Legislative Coordinator, with respect to the 2015 Heritage Advisory Committee meeting dates be received for information.

(HAC-0063-2014)